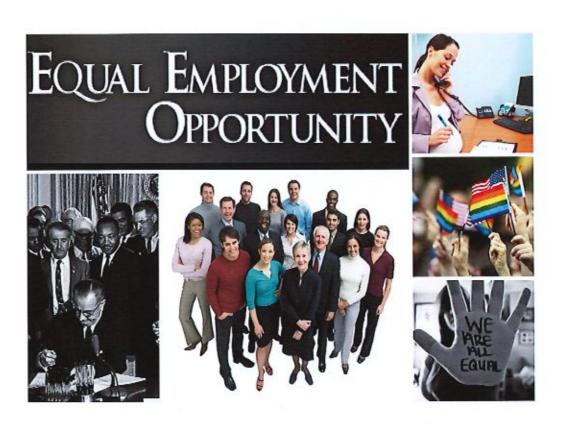
Commonwealth of Puerto Rico Department of Transportation and Public Works Puerto Rico Highway and Transportation Authority



Equal Employment Opportunity Program
Plan for 2022 – 2026

Highway and Transportation Authority Equal Employment Opportunity Program Plan for 2022-2026

TABLE OF CONTENTS

Part I	Organization	
	Background PRHTA Organization Chart Civil Rights Office Mission Statement The Civil Rights Office	4 5 6 7
Part II	Internal EEO/AA Achievements	
	Responsibilities for the Implementation EEO Policy Dissemination of Policy Employee Actions and Goals Establishment of Goals by Job Group EEO Complaints Assessment of Employment Practices Reporting and Internal Audit Systems	8 10 11 12 13 14 15
Part III	Employment Statistics	
	Summary of Applicants Summary of New Hires Summary of Promotions Adverse Impact Summary of Terminations	19 19 19 20 22
Part IV	Charts	
	Minority and Non-Minority Comparison Dec. 2021 PRHTA Composition Report Dec. 2021 Formal Complaints	23 23 24
Attachmen Attachmen		sciplinary

Attachment III Attendance Records - Orientation meetings to municipalities on FTA programs and the process for requesting mass transit projects.

Attachment IV Approval Letters EEO Programs Subrecipients Tren Urbano (train) – Under Review

Attachment V Oversight Review Checklists - Subrecipients

Part I Organization

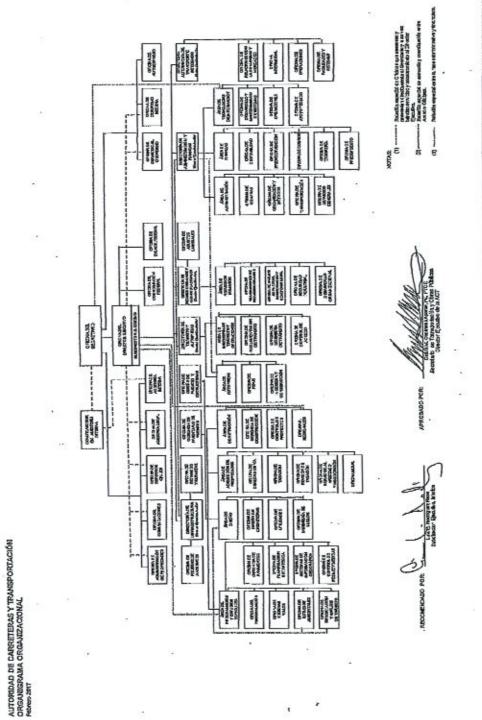
BACKGROUND

Effective January 2, 1973, as authorized by Plan Number 6 for the reorganization of the Executive Branch of the Commonwealth of Puerto Rico, the Department of Public Works was reorganized and re-designated as Department of Transportation and Public Works (DTPW). This Department is the central government agency in charge of the transportation programs of the Commonwealth of Puerto Rico. By this Reorganization Plan, The Highway Authority, the Ports Authority (later disengaged through subsequent legislation), and the Metropolitan Bus Authority were attached to the DTPW. The authorities ascribed to the DTPW operate as public corporations with fiscal autonomy over matters for which they are responsible. However, the authorities discharge their functions under policies formulated and adopted by the Secretary of Transportation and Public Works. This plan is applicable to the PRHTA.

The Puerto Rico Highway Transportation Authority (PRHTA) is a public corporation and government instrumentality of the Commonwealth. It was created to provide people with the best means of transportation and to expedite the movement of vehicles and individuals, to relieve in every possible way the hazards and inconveniences caused by congestion on the roads of the Commonwealth. The Agency fulfills its obligations through an Executive Director, who responds to a Board of Directors, presided by the Secretary of the DTPW.

The Civil Rights Office is an office within the Area known as Secretariate, which services both DTPW and PRHTA.

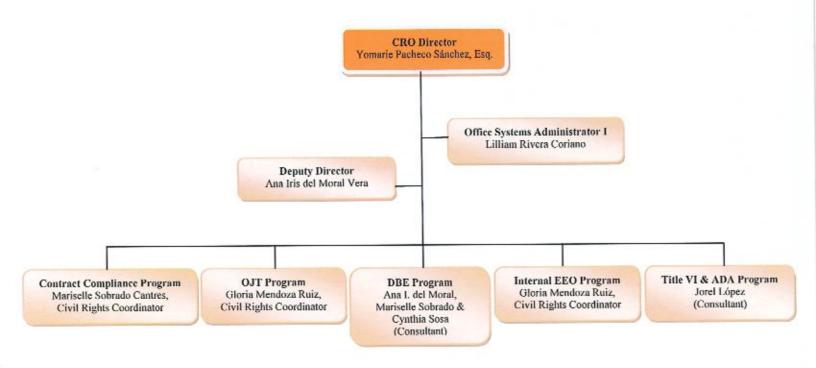
PRHTA Organization Chart



CIVIL RIGHTS OFFICE MISSION STATEMENT

To guarantee that all employees, applicants, visitors and beneficiaries of the Department of Transportation and Public Works and the Highway and Transportation Authority are treated equally; that they are denied no rights on the basis of race, color, religion, gender, gender identity, pregnancy, national origin, age, real or perceived sexual orientation, genetic information, social condition, political ideologies, veteran, handicapped, HIV status, domestic violence or sexual attacks victims. This guarantee implies that both Agencies will abstain, through affirmative action, of incurring in discriminatory practices and if so, the Civil Rights Office will act within the scope of its responsibilities, without delay, to correct the situation, including recommending disciplinary action.

CIVIL RIGHTS OFFICE (CRO) Organizational Chart



Part II Internal EEO/AA Achievements

RESPONSIBILITY FOR THE IMPLEMENTATION

The DTPW's Secretary and PRHTA's Executive Director have overall responsibility for the Program. However, the Director of the Civil Rights Office, is designated as the EEO Officer and has support from the Civil Rights Coordinator in this office. The personnel in this Office is involved in every aspect related to equal employment opportunity, including the coordination and preparation of the Affirmative Action Program.

The EEO Officer's responsibilities are:

- Developing and recommending EEO policy, a written EEO Program and internal and external communication procedures.
- Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.
- Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.
- Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood.
- Concurring in all hires and promotions.
- In conjunction with human resources, periodically reviewing employment practices policies (hiring, promotions, training), complaint regulation, reasonable accommodation procedure, and others).
- 7. Reporting periodically to the chief executive officer on progress of each unit in relation to the agency's goals (at least semiannually).
- Serving as liaison between the agency, Federal, State, and local governments, regulatory agencies, minorities, handicapped and women's organizations, and other community groups. Guidance is offered to the different Municipalities on FTA programs and how to apply for funds, as well as non-profit organizations (see attendance records).
- Maintaining awareness of current EEO laws, and ensuring the laws affecting nondiscrimination are disseminated to responsible officials.
- Investigating complaints of EEO discrimination.

- 11. Providing EEO training for employees and supervisors. All new Directors/Managers/Supervisors are required to go through supervisory EEO training within 90 days of appointments.
- In conjunction with human resources, advising employees and applicants of available training programs and professional development opportunities and the entrance requirements.
- 13. Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.

Officials, Supervisors and Managers throughout the different components of PRHTA are responsible for:

- Participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives.
- Holding regular discussions with other managers, supervisors, and employees to assure the agency's policies and procedures are being followed.
- In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program.
- Cooperating with the EEO Officer in review of information and investigation of complaints.
- Encouraging employee participation to support the advancement of the EEO Program (professional development and career growth opportunities, posting promotional opportunities, shadowing, mentoring).

The Civil Rights Office is located at the Roberto Sánchez Vilella Government Center, South Tower, 16th floor, Santurce, Puerto Rico. The postal address is P.O. Box 42007, San Juan PR 00940-2007. The telephone number is (787) 721-8787, extensions 51740 or 51742.

EEO POLICY

Government of Puerto Rico DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS AND ITS AGENCIES

Policy Statement EQUAL OPPORTUNITY

The Department of Transportation and Public Works (Department) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, real or perceived sexual orientation, and pregnancy), age, genetic information, social condition, political ideologies, disability, veteran status, HIV status, domestic violence or sexual attack victims, or any other protected class.

The Department's Equal Employment Opportunity (EEO) Policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, domotion, layoff, termination, rates of pay or other forms of compensation.

All Department employees, or applicants have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint alleging discrimination, participates in an employment discrimination proceeding (such as an investigation on lawsuit), or otherwise engages in protected activity, is strictly prohibited, and will not be tolerated.

The Department is committed to providing reasonable accommodation to employees and applicants who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Secretary of the Department of Transportation and Public Works, I will act decisively to ensure equal opportunities, both for women and for members of protected classes, by applicable state and federal laws and regulations.

To ensure the continuity of the daily administration, including the preparation of the program, as well as the monitoring and the investigation of complaints, I have appointed Ms. Yomarle Pacheco Sánchez, Esq., Director of the Civil Rights Office, whom may be contacted through the telephone number (787) 721-8787 X-1740, or through the email address <u>derechosciviles@dton.pr.gov</u>, as EEO Officer for the Department. Ms. Pacheco Sánchez will report to me directly and will act with my authority before all levels of management, unions, and employees.

All Department executives, managers, and supervisory personnel, however, share in the responsibility for implementing and monitoring the Department's EEO Policy and Program within the respective areas, and will be assigned specific tasks to ensure compliance is achieved. The Department will evaluate its managers' and supervisor' performance on the successful implementation of the Department's policies and procedures, in the same way that the Department assesses their performance regarding other agency's goals.

The Department of Transportation and Public Works is committed to developing and undertaking a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request, or easily accessed through our official website https://act.dtop.pr.gov/pdf/civilrights/eeo/eeo program.pdf.

I am personally committed to a workplace that acts upon its daily responsibility to treat all employees and applicants with dignity and respect, as well as equitability under the guidelines of our EEO Policy and Program.

Elleen M. Vélez Vega, P.E. Secretary

(REV. 1/2021)

DISSEMINATION OF POLICY

A. Internal Dissemination

The Agency will continue to make its equal opportunity policy known internally by:

Posting our policy statement in the entire Agency's different offices in common areas where it is readily accessible.



- Policy explanation given in new hire orientations and management of training programs. New hires receive all human resources procedures, including the EEO policy, Sexual Harassment policy, Title VI policy and Young People policy, among others.
- > Conducting meetings with management and supervisory personnel to explain the policy's intent, the commitment, and individual responsibilities for an effective implementation.

B. External Dissemination

The Agency makes its policy known externally by:

- Incorporating the equal employment opportunity clause in all purchase orders, leases and contracts.
- Informing all recruiting sources in writing of the Agency policy, stipulating that the sources actively recruit and refer women for all positions for which they refer applicants.
- Sending written notification of the Agency's policy to all subcontractors, vendors and suppliers.

EMPLOYEE ACTIONS AND GOALS

A. Composition – As of November 30, 2021. PRHTA's workforce consists of 836 employees of which 295 are females and represent 35% of the workforce population. The workforce analysis is comprised of a snapshot view of a facility's workforce by department or other similar organizational unit that includes lowest to highest paid wage by classification and the total number of incumbents in each job title. Based on analysis of each job group, areas of concern have been identified and are discussed below along with proposed corrective actions to bring the level of utilization up to availability, if applicable.

Job Group	Total for group	Total female	Female Utilization	Availability percentage	Underutilized Yes/No	Goal
Officials & Managers	99	31	31%	3%	NO	
Professionals	283	134	47%	4%	NO	
Technicians	196	20	10%	17%	YES	13
Office and clerical	127	101	79%	45%	NO	
Skilled Workers (Craft)	47	5	10%	1%	NO	
Operatives (Semi skilled)	58	0	0%	2%	YES	1
Laborers (unskilled)	14	0	0%	7%	YES	1
Service Workers	12	3	25%	92%	YES	8

Total employees 836 295 35%

ESTABLISHMENT OF GOALS BY JOB GROUP

Included herein is the <u>Utilization Analysis</u> for the Agency. In Job Groups where there exists "underutilization" as required by 41 CFR 60-2.11 and -2.12, the Agency will make good faith efforts to select women within these areas.

Where no underutilization exists, it is, of course, our intention to continue to employ and advance women in a non-discriminatory manner.

PRHTA will continue to ensure that women considered for positions in each job group are treated in a non-discriminatory manner. We intend to monitor closely our personnel activities not only to measure goal progress, but also to identify problems of potential discrimination and take immediate action.

Goals established for females in PRHTA for the 2018 AAP:

Job Group	Total for group	Total female	Female Utilization	Availability percentage	Underutilized Yes/No	Goal
Officials & Managers	148	54	36%	35%	NO	
Professionals	496	215	43%	42%	NO	
Technicians	271	31	11%	15%	YES	9
Office and clerical	255	199	78%	60%	NO	
Skilled Workers (Craft)	73	5	7%	4%	NO	
Operatives (Semi skilled)	152	1	1%	13%	YES	1
Laborers (unskilled)	75	1	1%	18%	YES	13
Service Workers	31	9	29%	67%	YES	12

Total employees 1,501 515 34%

The PRHTA didn't post job opportunities for Technicians, Operatives, Laborers and Service Workers. There were only job opportunities for Officials and Managers and Professionals

In **Officials & Managers**, there were 2 hires (males); and 2 promotions from outside this job group, all of them were female.

In **Professionals**, we had 4 promotions from outside this job group, 1 of them was a female.

EEO COMPLAINTS

PRHTA has established a Complaint System Regulation for Discrimination and Sexual Harassment. The procedure provides for two stages of investigation: preliminary and formal. After the final stage appropriate measures are taken.

Between January 1, 2018 and December 31, 2021, 4 discrimination cases (complaint)

were filed at the Civil Rights Office.

Motive	Formal Complaints	Consultation
ADA	2	0
Age	0	0
Color	0	0
Gender	0	0
National Origin	0	0
Political Ideologies	0	0
Race	0	0
Religion	0	0
Sexual Harassment	2	0
Social Conditions	0	0
Veterans	0	0
Title VI	0	0
TOTAL	4	0
Job Related Problem	0	2

Orientation System – The Civil Rights Office has published an informative brochure describing its functions and responsibilities as the Agency's equal employment opportunity office. The new employees receive this informative brochure and equal employment opportunity orientation.

Workplace harassment Seminars – PRHTA offered mandatory workshops on various discriminatory topics, including sexual harassment. In these workshops, 71 women and 96 men participated. The Civil Rights Office periodically schedules these seminars for all personnel. Between January 1, 2018 and December 31, 2021, 33 employees and 17 supervisors participated.

ASSESSMENT OF EMPLOYMENT PRACTICES

PERSONNEL REGULATION 02-005

The following human resources practices were included in the Personnel Regulation 02-005:

RECRUITMENT AND SELECTION PROCEDURES (ARTICLE 10)

According to Personnel Regulation (Section 10.2), the employment opportunities are published using the most appropriate communications media. PRHTA uses bulletin boards in all dependencies, Internet, Intranet, radio, television, newspapers, and professional magazines to display job opportunities. The Agency's job posting includes information about job title, job description, salary range, due date to receive applications, physical and environmental demands, educational and experience requirements, tests or any other pertinent information.

After the due date to receive applications, the recruitment section evaluates job applications (Section 10.3) and verifies that the applicants comply with the requirements of the job and assure that all documents required are included with the application. To assure equality in the evaluation, PRHTA uses a metrical system (Section 10.4) for a uniform evaluation. When the evaluator certifies all qualified persons, a certification of eligible is prepared (Section 10.5) and qualified applicants are referred to interview. The interviewers are Area or Office Directors of areas where applicants would work. When the candidate is pre-selected, the Area Director notifies Human Resources Area, and they prepare the documents for recruitment (Section 10.6).

PROMOTIONAL AND TRANFERS PROCEDURES (ARTICLE 11)

The objectives of the promotions is to incentive and retain the best personnel in employment, offer opportunities for progress, maintain a high satisfaction and execution level, and try to retain the talented employees. The promotions for employees (Section 11.1) can be reached by two (2) ways: reclassification of job or by job posting.

The Agency makes transfers (Section 11.2) due to service needs or as a mechanism to relocate employees to areas that offer more satisfaction, and this employee contributes with his/her efforts to reach Agency's goals according to Personnel Regulation. For the transfer, the employees must comply with basic requirement of the job (experience and education).

JOB DESCRIPTIONS, SCALES AND SALARIES (ARTICLE 9)

According to the Agency's organizational plan, Human Resources Office maintains updated job specifications. All jobs are grouped by scale and this scale has an assigned basic and maximum salary based on a Job Classification Plan implemented in January 2003.

TRAININGS (ARTICLE 13)

The Agency develops the talents and capabilities of our personnel. The Organizational Development Office is responsible to offer or coordinate in-house training or trainings offered by other agencies and notify all employees of the availability of such trainings. The employees request training by filling out training request form. The Civil Rights Office periodically offers the Civil Rights and Sexual Harassment seminars to all employees and supervisors including our EEO Policy Statements and Complaint System Regulation for Discrimination and Sexual Harassment.

DISCIPLINARY ACTIONS REGULATION 02-004

The following disciplinary actions practices were included in Regulation 02-004:

DISCIPLINARY ACTIONS AND TERMINATIONS

According to the Agency's Disciplinary Action Regulation, the following steps are taken when an employee is to be disciplined, including termination:

- The Secretary, Director, Area Director or Advisor Office Director, Regional Director, Office Chief or Supervisor, will advise an employee for the action committed before informing or referring the matter to Labor Affairs Office (LAO), under the Legal Adviser's Office. The Supervisor will conduct a preliminary investigation of the incident.
- 2. In situations with the possibility of applying disciplinary actions (suspend employment and salary, or dismissal), the following rules will be observed:
 - a. The Supervisor, Office Director, Area Director or Advisory Office Director will request disciplinary investigation to the Labor Affairs Office.
 - b. In case of possible disciplinary charges, the infractions will be supported by one or more of the following documents:
 - Form ACT 408 Application for Disciplinary Investigation
 - Audit reports
 - Supervisor's memo
 - Report of Administrative or Criminal Investigation
 - Report of Governmental Ethics Office
- The LAO will carry out an investigation of the facts, within ten (10) business days
 after receiving the request for disciplinary investigation or within a reasonable
 period of time, depending on the magnitude, seriousness and circumstances in
 which the events occurred.

- In case of complaints filed in the Civil Rights Office, after the formal investigation is completed, the Civil Rights Office refers to Labor Affairs Office for the disciplinary action according to Regulation 02-004, Article VIII.
- 5. If LAO understands that a disciplinary action is warranted, it will notify employee of the charges. The notification will be formal, written, and personal delivery or by certified mail. This notification includes the facts, infraction, and sanctions according to Disciplinary Actions Regulation. The employee has 5 labor days to inform if he/she chooses to request informal administrative interview by writing communication to LAO Director. If not, submit a written communication in the stipulated period, his/her version of the facts or demonstrate why LAO should not apply sanctions.
- 6. When the employee chooses an informal administrative interview, after interview conclusion, the Examiner should submit a written report to LAO Director, at least 30 labor days since the day of the interview, according to Regulation.
- 7. When LAO determines that the charges do not proceed, LAO Director notifies the Human Resources Area, to eliminate the documents of the employee record and proceed to reinstall the employee if he/she was suspended from employment.
- If the charges proceed, a formal letter shall be issued, indicating the measure to be applied and notifying the employee of his/her right to appeal before the Appeals Committee in case of managerial employees or to the appropriate unit in case of labor union employees.

REPORTING AND INTERNAL AUDIT SYSTEMS

The EEO Officer is responsible for the design and implementation of the auditing and reporting system in coordination with the Human Resources Office, which monitors personnel transactions. The reporting and monitoring system provides for:

- Maintaining accurate records on all applicants, hires, job posting, internal selections (promotion, demotion or transfer) and terminations by gender.
- Reviewing all selection, promotion and training procedures to ensure that they are non-discriminatory.
- Monitoring progress towards established goals, providing feedback to management on numbers of opportunities and numbers/percent of selections of women into Job Groups with goals and comparing selection rates to the established goals.
- > Informing management at least annually about the effectiveness of the policy and recommendations for improvements, if any.

- Our Office works with the EEO complaints as per Regulation 01-004 and monitors them from start to finish, ensuring that the process is duly completed.
- Subcontractors are monitored by the EEO Contract Compliance Program to assure that they do not discriminate in all personnel process and evaluate the good faith efforts to comply with the 6.9% of female participation in the construction projects.

The following personnel activities are reviewed at least annually to ensure nondiscrimination and equal employment opportunity for all individuals without regard to their race, color, gender, religion, or national origin:

- Recruitment, advertising, and job application procedures.
- > Hiring, promotion, upgrading, layoff, etc.
- Rates of pay and any other forms of compensation.
- Job assignments, job classifications, job descriptions, and seniority lists.
- Sick leave, leaves or absence, or any other leave
- > Training, apprenticeships, attendance at professional meetings and conferences; and
- > Any other term, condition, or privilege of employment.

The following documents are maintained as a component of the internal audit process:

- An Applicant Flow Log showing the name, minority group, gender, date of application, job title, interview status and the action taken for all individuals applying for job opportunities.
- Summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by gender and minority group identification.
- Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each position.
- Records pertaining to compensation system.

When the monitoring concludes, the EEO Officer submits a report and the following occurs:

- The EEO Officer will discuss any problems relating to the monitoring with the Human Resources Director.
- The EEO Officer makes suggestions to the Human Resources Director and recommends remedial actions for the effective implementations of the AAP.
- The EEO Officer will report to the Executive Director the status of the AAP goals and objectives, the monitoring findings, and the remedial actions for the effective implementation of the AAP.

Part III - Employment Statistics

Summary of Applicants January 2018 - December 2021

Job Group	Female	Male	Total
Officials and Managers	56	66	122
Professionals	19	21	40
TOTAL	75	87	162

Summary of New Hires January 2018 - December 2021

Job Group	Female	Male	Total
Officials and Managers	0	2	2
Professionals	0	0	0
TOTAL	1	2	2

Summary of Promotions January 2018 - December 2021

Job Group	Female	Male	Total
Officials and Managers	8	8	16
Professionals	1	3	4
TOTAL	9	11	20

ADVERSE IMPACT

OFFICIALS AND MANAGERS

Applic	ants	Hires	Selection Rate
Male	66	2	2/66 = 33%
Female	56	0	0/56 = 0%

When you compare the male selection rate (33%) with the female selection rate (0%) the last one is a 0% of the first one. Using the 80% rule, we determined that there is an adverse impact (0%<80%).

PROFESSIONALS

	0.0101		
Applic	ants	Hires	Selection Rate
Male	21	0	0/21 = 0%
Female	19	0	0/19 = 0%

No adverse impact.

TECHNICIANS (SEMI-PROFESSIONALS)

Applicants	Hires	Selection Rate
Male		
Female		

No job opportunities in this job group were posted.

OFFICE AND CLERICALS

Applicants	Hires	Selection Rate
Male		
Female		

No job opportunities in this job group were posted.

SKILLED WORKERS

Applicants	Hires	Selection Rate
Male		
Female		

No job opportunities in this job group were posted.

SEMI-SKILLED WORKERS

Applicants	Hires	Selection Rate
Male		
Female		

No job opportunities in this job group were posted.

UNSKILLED WORKERS

OHORIZEED WORKEN		Mari Maria de Maria de Caracteria de Caracteria de Caracteria de Caracteria de Caracteria de Caracteria de Car
Applicants	Hires	Selection Rate
Male		
Female		

No job opportunities in this job group were posted.

SERVICE WORKERS

Applicants	Hires	Selection Rate
Male		
Female		

No job opportunities in this job group were posted.

Summary of Terminations January 1, 2018 – December 31, 2022

Job Group	Female	Male	Total
Official and Managers	4	14	18
Professionals	20	38	58
Technicians	3	14	17
Office and Clericals	29	7	36
Skilled Workers	0	6	6
Semi-Skilled Workers	0	25	25
Unskilled Workers	0	12	12
Service Workers	3	0	3
TOTAL	59	116	175

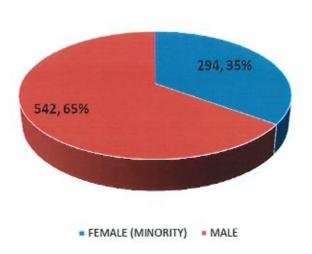
PART IV - CHARTS

PRHTA Minority/Non-Minority Comparison



PRHTA – Composition Report Total Employees = 836 December 31, 2021





Formal Complaints January 1, 2018 – December 31, 2021



ATTACHMENT I UTILIZATION ANALYSIS

24 20% C.C% 3.3% 0.0% No No No No No	No N	No 315% C.C% 3.0% 0.0% No	No 313% CCS, 313% OOM, No	NO STATE CCS, 2008 NO	200 313% C.C.S. 3.30% O.O% 25.00% 25.	200 31355 C.C.55 3.335 0.005 2	20. 313.65 C.C5. 3.30 O.095 30.65 C.C5. 3.30 O.095 No No No No No No C.C5. 3.30 50. 4.30 0.30 C.C5. 3.50 50. 4.30 0.30 0.30 50. 4.30 0.30 0	20% 313% C.C.S. 3.3% 0.0% 2.0% 2.0% 2.0% 2.0% C.C.S. 3.3% 0.0% 2.0% C.C.S. 3.3% 0.0% C.C.S. 3.3% 0.0% C.C.S. 2.0% C.C.S. 3.3% 0.0% 0.0% C.C.S. 3.3% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0	No. 315% C.C% 313% 0.00% No. 35% C.C% 313% 0.00% No.	20% 313% C.C5% 3.3% 0.0% 3.0% 3	28 312% C.C% 3.2% 0.0% 2.0% 0.0% 2.0% 0.0% 0.0% 0.0% 0	28. 313.65 C.C5.6 3.20 N O.00% 28. 313.65 C.C5.6 3.20 N O.00% No	No N	25	28 212% C.C5% 3.33% 0.0% 2.0% 2.0% 2.0% 2.0% 2.0% 2.0% 2.0
21.3% C.C.5% D.D.N. 3.0% C.C.5% D.D.N. No. No. No. No. No.	20	20N 313% C.C% 33N 30% 0.C% 33N No No N	20N 2136 C C66 D D N 3 C C C C C C C C C C C C C C C C C C	20% 31.3% C.C% 3.3% No	20% 31.3% C.C% 3.3% NG	20% 31.3% C.C% 3.3% No.	000 01 000 000 000 000 000 000 000 000	20% 31.3% C.C% 3.3% No.	20% 31.3% C.C.% 3.3% No.	20% 31.3% C.C.% 0.0% No	20% 31.9% C.C% 3.3% No.	20% 31.5% C.C% 3.3% No.	78. 31.34 C.C.65 3.38 No.	25	200
00	00% 31,30% C.COS 3.30% No	70% 31,30% C.CCS 3.30% No	70% 31,30% C.CSS 3.30% No	70% 31,30% C.CCS 3.30% No	70% 31,30% C.CCS 3.30% No	70% 31,30% C.CCS 3.30% No	038 31,305 C.C55 3.338 No No No No C.C55 0.338 134 3.338 0.055 135 0.338 0.055 136 0.055 137 0.055	20	70% 31,90% C.CCS 3.3% No N	00	70 No 100 No	70% \$1,20% C.CC% 3,30% C.CC% 3	70% 31,00% C.CCS 3.3%	70% 31.9% C.CC% 3.3% No	70% \$12% C.CS 3.3% No
No No No No	No N	No N	No N	No N	No N	No N	No N	No N	No N	No N	No N	No N	No N	75. 50% CCSS No	No N
No .	No N	Na No Na No Na	Na on	No N	Na No Na C.C.65 4,0% No	Na No Na Na Na No Na	Na No Na No Na No Na No Na No Na No Na	Na No Na C.C.65 4,0% No	Na No Na No Na C.C'55 4.334 0.00 No	No N	No N	No N	No N	No N	No N
No No No	Ž,	N 0N	No 0 %00 %00 %00 %00 %00 %00 %00 %00 %00	No 00%	No 0.0%	N 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	N	No N	No 00%	No 0.00 %0 0.0	No 0.00% No	No 0.00% No	No N	N ON NO.0 NO.0 NO.0 NO.0 NO.0 NO.0 NO.0	No 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
No No	2	o 000	NG 00%	No 0.0%	NG 0.0%	No 0.0%	No 00%	NG 0.0%	No 00%	N 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	No 0.0%	No 0.05%	N	No N	No 0.0%
				2	2	2	NC.0 NC.0 NO.0	2		2	No.0 No.0 No.0 No.0 No.0 No.0 No.0 No.0	, VCC 0 2 90 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	*** *** *** *** *** *** *** *** *** **	ACC ON WOOD ON	
			0.0	0000	G G G G	2000	0 0.0.0%	23 0	0000			\$500 a	- 55	%500 o.	. 38
H		149 22 7%			\$ £ 5	2 9 £ 8	2 E E	\$ 2.5	2 2 2 2	4 K K K K K K K K K K K K K K K K K K K	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	A50 0 CKS 0 CKS No O CKS NO CKS NO O CK	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	75 C.C.S. 75 C.C
L			145 52.735 0.00%	149 52 7% 0.0% No N	149 52 7% 0.0% No N	149 52 795 0.095 No	149 52.7% 0.0% No N	149 52.7% 0.0% No N	1449 52.7% 0.0% No N	149 52,7% 0.0% No No No 179 179 179	14.9 85.7% 0.0% No No No 17.5 17.5 18.8%	149 827784 0006 No N 179 818 818 No N	149 C.E% 0.0% C.E% No No No 175 83.8% 0.0% 0.0%	257 PA CO N N N N N N N N N N N N N N N N N N	149 0.0% 0.0% 0.0% No No No 173 173 0.0% 130 0.0%
		%c'c	0.0% S2.7%	149 0.0% 52.7% 0.0% 0.0%	26 0.0N 52.7% 50.0N 52.7% 56 0.0%	749 66 0.0N 52.7% 66 0.0N 60.0%	255 25 75	26 0.0% S2.7% S2.7% S6 0.0% No	749 26 0.0N S2.7% 56 0.0N No	200 100 100 100 100 100 100 100 100 100	26 3.3N 22.7% 26.7	265 5.2 7% 20 7% 2	749 C.C.S. 9.3N S.2.7% C.C.S. No	200 100 1499 1499 1499 1499 1499 1499 149	No N
		0 134 0.0% C.C% 0.0%	0 134 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%	0 134 0.0% C.C% 0.3% SS.7% 0.0% 0.0% 0.0% 0.0% N.C. 0.0% N.C. 0.0% N.C. N.C. N.C. N.C. N.C. N.C. N.C. N.C	0 134 0.0% C.C% 0.0% S2.7% 0.0% 0.0% 0.0% 0.0% N.C. 0.0% N.C. N.C. N.C. N.C. N.C. N.C. N.C. N.C	0 134 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0	0 134 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0	0 134 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0	0 134 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0	0 134 0.0% 0.0% 0.0% 149 0.0% 134 0.0% 134 0.0% 134 0.0% 134 0.0% 134 0.0% 134 0.0% 134 0.0% 134 0.0% 135 0.0%	0 134 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0	0 134 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0	0 134 0.0% C.C% 3.3N S.27% C.C% 0.0%	0 134 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0	0 134 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.
		000 283 0 1469 0 134	223 0 14.9 0 134	223 0 14.9 0 134	223 0 14.9 0 134 149 223.7% 47.3% 0.0% 0.0% 5.0% 52.7% 0.0% 0.0% 0.0%	223 0 145 0 134 0 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0	2253 0 1429 0 134 0.0 C.CVS 3.0% 52.7% 0.00% 0.0	2253 0 1459 0 134 0.0% 0.0% 22.7% 22.7% 47.3% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0	223 0 14.9 0 134 0.0% 0.0% 20.0% 0.0% 0.0% 0.0% 0.0% 0.0	283 0 1429 0 134	283 0 149 0 134 0.00 C.C% 0.00 827% 149 0.00 C.C% 0.00 827% 100 C.C% 0.00 C.	283 0 149 0 134 0.0 CPG 3.0N 82.7% 149 0.0 CPG 3.0N 82.7% 150 0.00 RPG	283 0 145 0 134 1469 0.05 0.05 0.05 0.05 0.05 0.05 0.05 0.0	283 0 1429 0 134 149 52.7% 47.3% 0.0% 0.0% 0.0% 0.0% 196 0 176 0 20 0.0% 0.0% 0.0% 0.0% 0.0% 196 0 176 0 20 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% No N	283 0 149 0 134 0.6 C.% 3.3% 52.7% C.0% 149 0.0% C.0% 130% 0.0% C.0% 149 0.0% C.0% 149 0.0% C.0% 149 0.0% C.0% 149 0.0% C.0% 1476 0 20 1476 0.0% C.0% 0.0% C.0% 1478 0.0% C.0% 0.0% 0

	MUHI		- <entry< th=""><th>0.0%</th><th>P P & Co-Fintry</th><th>-</th><th>No</th><th></th><th>C. Fotos</th><th>Calinda</th><th>C-Entry</th><th>C-Entry</th><th></th><th><-Entry</th><th>0.066</th><th>Cres c-Entry</th><th></th><th>No</th><th></th><th><-Entry</th><th><-Entry</th><th><-Entry</th><th><-Entry</th><th></th><th></th><th>0.000</th><th>O DEC. CEntry</th><th>Ī</th><th>No</th><th></th><th><entry< th=""><th>c-Entry</th><th>c-Entry</th></entry<></th></entry<>	0.0%	P P & Co-Fintry	-	No		C. Fotos	Calinda	C-Entry	C-Entry		<-Entry	0.066	Cres c-Entry		No		<-Entry	<-Entry	<-Entry	<-Entry			0.000	O DEC. CEntry	Ī	No		<entry< th=""><th>c-Entry</th><th>c-Entry</th></entry<>	c-Entry	c-Entry
				0.0%	2000		1	1			+				20.00	2000		2				-				+	+	H	-				
	NHOPI		•				100	2										Nis						į		0 081	6,630	200	Ma				
Female	4			20.0	n n 24.	i i	414	00	•						D PEC	1000	200	4	1							. 0000	2000	0000	672				
ü	HA			0.0%	200	2000	-	NO					1	September 1	0.000	0.000	400	Vac						Company of the last		101	19,000	#2.0%	1	No.			
Section 1	a			0.066	0.000	0000		20		١					0.000	0000	2000	1	200		t		1	100			0.0%	0.0.0	1	90			
	AIGAN			2000	2000	2000	1	No		1	1	1			1000	2000	2000	1	90			t					600	000		200			
,	3			D 0.86	0.0.0	6.5.9	1	ON.				1		The state of the s	0.000	0.000	0.000	1	00					-			0.0%	8000		9			
	Martel			2000	0000	2000		02			t	1		No. of Concession, Name of Street, or other Persons, Name of Street, or ot	1000	0.0%	0.0%	1	ON.					1000			800	0000		9		-	
	NHOPI			2000	2000	200		No					-		0.000	800	6,5%		No			l		CONTRACTOR			800	900		00		-	-
	4	-		0.044	6,670	0.000		No					-		1000	800	0.00		2			t		-			+	0,0,0		92		-	
Mala	HII MAIO	-		0.000	8000	200	1	No		1					000	100.0%	0.0%		No						THE RESERVE THE	00		800		No		-	
				2000	0.0.0	0.00		No	•			1	The state of the s				9000		No		1				The second second	+	+	20.0		90			
	Anan	MAN		2000	800	850		02								0.0%	2000	1	No.		1	+	1		The second line			5600		No			
	W W		-	1000	0.0%	0.0%			1000			100			•	0.0%	0.0%									4	-	3.3%					
2		MIL						1		1		1			0			I	T	1	1	T	T	-		Ы	79.6%		I		I		П
		- A		+	-					The second						-										0	78						
1	94	ł	ŀ	1	1		-									8								۱			249						
-	Total	MM	-		-				TO STATE OF	500 100					250	100,0%										26	20.5%	Control of the Contro					
	1000	MX	-	,	-										0	-										0		1000					
٥		7	6				100		Section 1	1000 Care Co.	100			Ц	28		1000								L	127		STATE STATE	00000				
9	Salary Range	000'XX-000'XXS			vEntry.		THE RESIDENCE OF THE PARTY OF T			Contract of the last of the la	STREET, STREET			Personal Property of	\$14,148-\$45,532	AEMIN	The second second	The state of the s	-		The state of the s				O Designation of	\$12,500-\$62,632	"Entry	THE PERSON NAMED IN			No. of Concession, Name of Street, or other Persons of Str		
×	Job Category	Use EEO-4	45 4 - Protective Service	46 CUTERT WORKSTON	47 Percent in Category	as Percent of Availability	Percent Underutized	52 Underutized (Yes/No)	St. Number Needed to Reach Parity	Planned percent Increase Year 1	Planned percent increase Year 2	Pannec percent increase Year 3	57 Planned percent increase Year 4	59 5 - Paraprofessional	63 Current Workforce	Percent in Category	62 Percent of Avaiability	65 Percent Uncertailized	Underuitzee (Yea/No)	Number Needed to Reach Party	ea Planned percent increase Year 1	es Planned percent Increase Year 2	70 Planned percent Increase Year 3	Planned percent increase Year 4	S. Administrative Support	Current Workforde	Percent in Category	Percent of Availability	Percent Underuffized	Underutitized (Yes/No)	Number Needed to Reach Parity	Number Needed to Reach Parity Planned percent Increase Year 1	Number Needed to Reach Parity Planned percent Increase Year 1 Planned percent Increase Year 2

Utilization Analysis by Job Category

Sileay Range At	*	m	U	0	10		9	-			1	1			1	1				1		
STATE STAT	D Category	Salary Rance	THE REAL PROPERTY.	To	tal Worldon	90	Sales and Sales	The Real Property	The second second		Vak	0			1		-	ı	ale	-	I	
Signose-scale	2 Use EEC-4	(\$xxx,000,xxx,000)	All	YUL	NN.	WF	N.F	7/	ALAN.	8	77		NHOPI	Multi	W	AUAN	8	HI	A	NHOPI	Multi	
STRICTORS 47	Skilled Oraft		2000	10000	San San State of	Sales Sales Sales	September 1	THE PERSON NAMED IN			Name of Street, or other Persons	0	TOWN THE PARTY NAMED IN									Police C
The column The	ment Workforce	518,254-\$43,908	47	0	42	0	2		4		42	2		1				5		4		S-EUIL
State See 26 0 23 0 3 1.5 km 0.00% 0	ment in Category	AEntry			99.4%		10,8%	800	0.0%	%C'C	89,4%	0.0%	960'0	0.0%	9.0%	990'0	0.0%	10.6%	9000	950'0	0.0%	
Start All Section Star	creat of Austability			The second second		Section 1		800	0.0%	3.0%	990'0	0.0%	8000	950'0	0.0%	9000	0,0%	40.1	800	950'0	0.0%	C-Entry
Signature	Carried Control																1		100000	The second second	100000000000000000000000000000000000000	
Single Header Single Heade	reen Creer rities							Second I	1	Min	No	NI.	5/2	No	Na	No.	No	No	No	No	No	
STATABESSORGE 28	derutitzec (Yes/Nc)	The second secon					I		9	00	No	900	200	200	-	2	-	-				
Statistic Company Fig. F	mber Needed to Reach Partty	STATE OF THE PERSON NAMED IN						20										-				C. Enter
STATIABISOCOGO 25	nned percent increase Year 1	The state of the s	The Part of the local	STATISTICS OF	STREET, SQUARE,	THE PROPERTY.													-			
STATION STAT	noned percent increase Year 2					STATE OF THE PERSON	Silling the same															
Straf1dB320 676 28	and company longery																				J	C-Engl
Signification 25	nned percent transaction o																					C-Entry
Statistication 25	nned percent increase Year 4										The second second				Statement of the last	100	The Real Property lies, the Persons in case of the Persons in case o	The Person Name of Street, or other Persons Name of Street, or oth	The same of the last	The second second	-	
STG_1408309666 26 23 0 3 2 2 2 2 2 2 2 2 2	Contract Mariana						-	-			-	0	0		Service and		No. of Lot, House, etc., in case, which the lot,	Section 1	The same of	No. of Concession, Name of Street, or other Persons, or other Pers	STATE OF THE PERSON NAMED IN	
Agricolar Bergist 11.5%	Service-mailtenance	ETA 148,000 BCF.	96	0	23	0	3				23						1	63	000		-	c-Entr
Control Cont	90,000,000	ALIMOTOCOCCOCC	-	,	700 607		44 506	20.0	2000	20.0	88.5%	0.056	0.0%	9000	0.0%	20.0%	9900	11.5%	0.0%	9000	0.0%	
No	Sert in Category	-Cuny			00.000		100	200	2000	C CE	200	9000	0.0%	900	0,0%	20.0%	9600	47,5%	0,0%	9000	600	<-Entry
No N	Section Availability																	38%				
No N	cent Underutilized										1		1	-	-	-	1	Van	No	Ala	Nis	
	108 Underutilized (Yes/No)	No. of Concession, Name of Street, or other Persons, Name of Street, or ot							No	ON	No	No	No	No	No	NO.	No	-8.5	2	-		
	mbar Needed to Reach Parity			The same	STATISTICS.			200														C. Enter
	nned percent Increase Year 1	THE RESERVED TO SERVED THE PARTY OF THE PART	1	THE PERSON NAMED IN	The same			311								-						
	nned percent increase Year 2	THE PERSON NAMED IN	THE REAL PROPERTY.	THE PERSON NAMED IN	The state of the s	STREET, SQUARE	The second second									1			1			
	nned percent increase Year 3			The second second		The later la		0													١	
	113 Planned percent ingrease Year 4	Stranger of the last	-	Contract of the last	The second second		Section of the last of the las	The same of														-Culti

ATTACHMENT II EMPLOYMENT PRACTICES

Job Category (Use EEO-4) - Officials & Administrators			THE		MANA	IN.	C	The American	7	ACTION NO.	A		NHOPI	Ido	2	Mandage
als & Administrators	Male F	Female	5	ш	M	L	5	ıL	M	ш	2	F	M	Е	5	ш
						No. of Concession, Name of Street, or other Persons and Street, or other P		STATE OF STREET	STEEL STREET		The same of the sa			STATISTICS OF		
Number Applied	68	58				-			99	28		•		•	1	1
Total Promotions	80	œ							00	00				* 4714		A17.6
Selection Rate	12.1%	14.3%	N/A	N/A	N/A	N/A	N/A	N/A	12.1%	14.3%	N/A	N/A	NA	N/A	NA NA	N/S
Ratio to Highest Rate	84.8%	100.0%	K/Z	ν×.	N/A	K/N	N/A	N/A	84.8%	100.0%	NA	N/A	NIA	NIG	NIN	V/V
Adverse Impact (Yes/No)	oN O	oN	NA	N/A	NA	NA.	NA	NA	No	No	MA	VA.	Civ	CM	Circ	CAN
2 - Professionals	STATE OF THE PARTY	Town Street, or other Persons	STATE OF THE PARTY	The same of the sa				THE PERSON	To Salar Sal						No. of the last of	SPESSOR PR
Number Applied	21	19					• 2	-	21	60		•				
Total Promotions	m	-	-						77)	1 000			-	NI/A	N178	WIN
Selection Rate	14.3%	5.3%	N/A	N/A	N/A	N/A	N/A	NA	14.3%	5.3%	N/A	KN V	NIG	N/A	NA	N/A
Ratio to Highest Rate	100.0%	35.8%	N/A	N/A	N/A	N/A	N/A	N/A	No.U%	30.078	N/A	N/A	NA	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No No	Yes	NA	NA	MA	N/N	WA	NA.	NO.	9	CAN	CAL				
- Technicians						Name and Address of the Party o		The same of the sa	STATE STATE OF	Name and Address of	STREET, STREET	THE REAL PROPERTY.	THE REAL PROPERTY.			
Number Applied		,			E .	1		A	-	S-Similar S	•	•				
Total Promotions		1			7		*									
Selection Rate	ΝΆ	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	N.A	NA	N/A	N/A	NA	N/A
Ratio to Highest Rate	N/A	K/A	N/A	N/A	K/N	K/Z	Y/2	N/A	N/A	N/A	KN	N/A	N/A	N/A	N/A	VIV.
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	NA	NA	N/A	NA	NA	NA	NA	NA	NA	NA	NA
4 - Protective Service	THE PERSON SELECTION SERVICES			The state of the s				THE STATE OF THE PARTY OF THE P	The Control of the Co		STREET, STREET,	September 198	Nonthead and Printers	THE REAL PROPERTY.		
Number Applied			•		1	-		•								
Total Promotions	1											A115	1 114	KITA	MICA	NICE
Selection Rate	N/A	N/A	N/A	N.A	N/A	NA	N/A	N/A	N.A.	N/A	N/A	N/A	NIA NIA	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	K/N	N/A	N/A	N/A	N/A	N/A	Z X	NAN	N/A
Potential Adverse Impact (Yes/No)	N.A	WA	NA	N.Y.	N. N.	N/A	N. W.	VAL	CE			The state of the s		100 C C C C C C C C C C C C C C C C C C	No. of Concession, Name of Street, or other Persons and Street, or other P	Deliverable of
5 - Paraprofessional		The state of the s		THE PERSON NAMED IN	The same of	STANDARD STANDARD	STATE STATE		Day Supplied			STATE OF THE PARTY	Manager and Property and Proper		SAME SECTION	
Number Applied	1		1					•	•	'					1	
Total Promotions				-	21.10	4110	MITA	MICA	MAN	NIA	M/A	NVA	N/A	N/A	N/A	N/A
Selection Rate	422	N/A	S/N	N/A	N/A	N/A	4/2	NA	N/A	K K	N/A	N/A	N/A	N/A	N/A	N/A
Katio to Highest Rate	S S S	(2)	C V	A/N	A/N	A/A	N/A	N/A	K/N	K/Z	N.A	N/A	N/A	N/A	N/A	N/A
Cavelage Illipage (Tearing)	C	Cal												100000000000000000000000000000000000000		10000
6 - Administrative Support		The Samuel of	Name and Address of the Owner, where				Name and Address of the Owner, where	The Party of the P	District Control					-	The same of the same of	
Number Applied												1				
Total Promotions	-		2114	A110	MICA	NICA	NIA	N/A	NUA	NIA	N/A	N/A	N/A	A/N	N.A	N/A
Selection Kate	KN.	A/N	N.Y	N/A	NAME OF THE PERSON NAME OF THE P	N/A	V/V	N/A	N/A	N/A	NA	N/A	N/A	A/N	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	N/A	NA	N/A	N/A	N/A
Several appear (carry)	CAL	100	The state of the s				Name and Address of the Owner, where	Statement of the last							STATE	
- Skilled Craft			THE PERSON NAMED IN		STATISTICS.					National Property of the Party		Name and Address of the Owner, where		CHARGOSTON	SOUNDAME OF THE PERSONS NAMED IN	
Number Applied	1				•				1	'	-				1	
Total Promotions	-	'			1		20114	* PILLY	NI/A	N130	MIA	NUA	MIG	N/A	N/A	N/A
Selection Rate	N/A	N'A	N/A	NA	NA.	NA	NA NA	N/A	N/A	NVA	N/A	N/A	NA	N/A	NA	N/A
Ratio to Highest Rate	N/N	N.A.	N.N.	NA.	2	500	(2)	()	W/NI	VAN.		41.4	277	27.74		

	To	Total	7	4	AL	ALVAN	8		HVL	-	A	SECTION S	NHOPI	Ido	A STATE OF THE PARTY OF THE PAR	State of the said
Job Category (Use EEO-4)	Male	Male Female	Z	L	M	L	M	4	M	Н	M	ш	Σ	ш	Z	H
	September 1	OTHER DESIGNATION OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS	OCCUPATION NAMED IN	Name and Address of the Owner, where	SALVANOR SALVANOR	The Party of the P	TANKS IN	A STATE OF THE PERSON NAMED IN	provide republished	STANSON STANSONS	THE OWNER WHEN	Application of the second	STATISTICS OF THE PARTY OF THE	The second second	Section 1999	The second second
8 -Service-Maintenance	The second second	Median const	THE REAL PROPERTY.			Service of the servic		Section 1	STATE OF THE PERSON			Cale Cale	Name of Street, or other Persons		No. of Persons	
Number Applied		,			t	*		•	1			,				
Total Promotions			,	1	-								,		*	
	N/A	N/A	A/A	N/S	N/A	N/A	N/S	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Donot to Lichaet Rate	A/A	N/A	A/A	N/N	A/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12	K/N	N/N	N/A	N/A	A/A	N/A	N/A	N/A	N/A	NA	N/A	N/A	N/A	N/A	N/A	N/A
The second secon	The second second second	Semiopolitics sparing	STATE OF THE PERSON NAMED IN	The Party of the P												

Notes:

THE RESIDENCE OF THE PARTY OF T	Total	IE	*	The Charles of the	ALAN	z	8	THE PERSON NAMED IN	HVL	Salar Salar	A	Section and designation of the last of the	NHOP		M	
Persons with Disabilities	Male	Male Female	M	F	M	L	2	F	M	4	2	F	M	L	Z	L
Number Applied				,		1			3					•	4	
Total Promotions				1	1			1			T					
O company	N/A	A/N	N/A	N/A	N/A	A/A	V/N	K/N	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A
Octobroll Nation	Total	la!	M		AI/AN	Z	B	100	HILL		A		Idohn	IdC	M	Marie Street
	Majo	Majo Esmala	M	4	W	4	M	4	2	L	M	L	2	4	M	ш
Veterans	Maic	r ciliaic	THE PARTY OF THE P	STATE OF STREET				The same of the sa								
Number Applied	7	1					1	i	7		22	1	•	•		
Total Promotions	2	1		1					2	100		,				
Selection Rate	100.0%	N/A	N/A	N/A	N/A	NA	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
THE REAL PROPERTY AND ADDRESS OF THE PERSON NAMED IN COLUMN TWO IN COLUMN TO THE PERSON NAMED IN		Total Control of the	STATE OF THE PARTY OF	The state of the s	September 1	The state of the s	中国の大学の	The State of the S	Name and Address of the Owner, where	STATE OF THE PARTY	The state of the s	The state of the s	State of the last	The State of the last	STATE STATE SALES	STATE OF THE PARTY
The state of the same of the s		The Party of the P			-											

Notes: NO PERSONS WITH DISABILITIES APPLIED.

			TOTAL PROPERTY.			The same of the sa								и		
Job Category (Use EEO-4)	Male	Female	2	F	Σ	u.	M	F	M	Н	M	ш	M	ш	2	ш
- Officials & Administrators				STATE OF THE PERSON	Secretary of the last	大学 日本日本	Sharing and	THE REAL PROPERTY.	Statement of the last	No or other party of	THE PERSON NAMED IN	To be designed in the least	The Contract of	STORY OF STREET		
Total Workforce	68	150		8			-	1	89	31	1	1.	1	1		
Total Trained	4	4		i	-		1		4	4			-	ř	1	
Training Rate	%6.6%	12.9%	K/N	NA	N/A	NA	N/A	N/A	6.9%	12.8%	N/A	N/A	N/A	N.A	N/A	N/A
Ratio to Hickest Rate	45.8%	100.0%	A/N	N/A	N/A	N/A	N/A	N/A	45.6%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	o _N	N/A	N/A	N/A	N/A	N/A	N/A	Yes	oN N	N/A	N/A	N/A	N'A	N/A	N/A
TOTAL STREET,	The same of the sa		The second second						The state of the s	The same of the sa	The state of the s	The state of the s	The same of the sa		The second second	
2 - Professionals				NAME AND ADDRESS OF	Name and Address of the Owner, where		Serious residence	CHARGOS INC.		*0*	Manual School		THE RESIDENCE OF THE PERSON NAMED IN		No. of the last	COMPANIES.
otal Workforce	148	134			-		-	1	143	400		'		1	1	
otal Trained	4	12	140		1	100			4	12			1	r		
Training Rate	2.7%	%0.5	N/A	NA	N/A	N/A	N/A	N/A	2.7%	9.0%	N/A	N/A	N/A	N/A	NA	N/A
Detic to Higher Date	30.05	100 0%	N/A	N/A	N/A	N/A	A/A	N/A	30.0%	100.0%	N/A	A/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Ves/No)	No.	No.	N/A	N/A	N/A	N/A	A/A	N/A	Yes	o _N	N/A	A/N	N/A	N/A	N/A	N/A
(action) appears action (action)		The same of the sa	1000		Statement of the last of the l	THE PERSON NAMED IN	The state of the s	Committee of the last of the l	STATE	Street Street Street	Service of the same	The state of the s	The second second	W. W. S. C.	The second second	STREET, STREET,
3 - Technicians			-	The second second	The state of	THE OWNER WHEN		SHEET STATES	Special property	THE PERSON NAMED IN	STATE OF THE PARTY OF		To the second	Row-Joseph II		
Total Workforce	178	20		1			•	1	176	20		1		*		
0.00			•	1			1			4				1		
Training Date	7600	20 00%	AVN	A/M	N/A	N/A	A/A	A/N	20%	20.0%	NA	A/N	N/A	N/A	N/A	N/A
000 High of 1	200	400.004	MUA	NIA	N/A	A/A	AVA	N/A	%00	%O 00.	N/A	A/N	N/A	N/A	N/A	A/A
Rand to Figures, Nate	2	2000	41.4	200	VIV	VIN	MUA	NUA	200	N	N/A	N/A	NA	N/A	N/A	A/N
Potential Adverse Impact (Yes/No)	ON	ON	NA.	Nin	WA	V	(2	No.	100	2	CO.	100	COL	1	1111	
4 - Protective Service							No. of the last	STATISTICS OF STREET	PARTICIPAL PROPERTY.	TO CONTRACT OF THE PARTY OF THE	STATE OF THE PARTY	The same of the sa	BACKETS SANS	THE PERSON NAMED IN	Section Section	
otal Workforce			1		-		1		1	1	1	1		Ť		
otal Trained	e t	1	1		1		1		1				1	I.		
Training Rate	N/A	N/A	N/A	N/A	N/A	A/N	N/A	N/A	N/A	A/A	₹/Z	N/A	N/A	N/A	K/N	N/A
Ratio to Highest Rate	A/N	N/A	N/A	N/A	N/A	A/A	N/A	A/A	N/A	N/A						
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	NA	N/A	N/A	N/A	N/A	K/X	N/A	N/A	N/A	N/A	N/A	K/N
	The same of the sa		The same of the sa	The same of the sa	The same of the sa		The state of the s	Service and the service and th		The state of the s	The state of the s		To the second			
5 - Paraprotessional		-		The same of the sa				Name and Address of the Owner, where	Manager Spinster, or			-	-	,	,	
Total Workforce	,							•							1	
Total Trained	1				477.4	400.0	1	2176	01.10	Kitta	MICA	MICA	NI/A	MUA	MIS	AUA
Training Rate	N/A	N/A	N/A	KN.	N/A	N/N	N/N	N/N	W.	()	200	2772	VIV	VIV	NIA	ALIA
Ratio to Highest Rate	N/A	N/A	N/A	NA.	N/A	N/A	N/A	N/A	NA	NI/A	N/A	N/A	N/A	V V	N/A	NA
Potential Adverse Impact (Yes/No)	N/A	NA	NA	22	NA	WA	NA	K/N	200	1	CA	CAL	200	COL	C IN COLUMN	
6 - Administrative Support						DATE STATE	No. of Concession,		Sales Sales			S. Delington	THE REAL PROPERTY.		STATE OF THE PARTY	
Total Workforce	26	101	-				· · · · · · · · · · · · · · · · · · ·		26	101	1	-		1	1	
Total Trained	2				1	1	1	1	2	29	r	1	r.	1		
Training Rate	7.7%	28.7%	A/N	N/A	N/A	N/A	N/A	NA	7.7%	28.7%	N/A	N/A	NA	N/A	N/A	N/A
Ratio to Highest Rate	26.8%	100.0%	A/A	N/A	A/A	N/A	N/A	NA	26.8%	100.0%	N/A	N/A	NA	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	Yes	oN N	N/A	N/A	N/A	N/A	N'A	N/A	Yes	No	NA	N/A	N/A	N/A	N/A	N/A
7 Svilled Croft				The state of the s						No. of Street, or other Persons		SHOOT STATE			No. of the last	O'CAS SAME
Workson.					-		1	-		,	1					
lotal Workloide						-	-	-	-	,			1			
lotal Irained		1						4,714	4174		и.	4114	KILA	MIZA	8178	MVA
Training Rate	N/A	V/V	N/A	N/A	N/A	N/A	N/N	K/Z	N/A	N/A	KY.	KN.	NA	NA	N/N	NO
Ratio to Highest Rate	N/A	N/N	N/A	N/A	N/A	N/A	N/A	N/A	NA	NA	KN.	NA.	K/K	N/A	K/N	N/A

	To	Total	But the said	2	A	ALAN	The second second	B	TH	7	1	A COLUMN TO THE REAL PROPERTY.	NHOP	JPI	2	PERSONAL PRINTS
Job Category (Use EEO-4)	Male	Female	Z	4	N	ı	2	ш	M	Н	2	4	M	ш	M	H
			The Party of the P	Constitution of the last	CO.	School or other	The Part of the Part of	日本 日	Salar	Sand Property Spinster		A STATE OF THE PARTY OF	THE PERSONAL PROPERTY.		TOTAL PROPERTY.	ACTION PROPERTY.
8 -Service-Maintenance	Contract of the last	STATE OF THE PARTY	The state of the s	100000000000000000000000000000000000000	000000000000000000000000000000000000000	The state of the s	A STANDARD	が の の の の の の の の の の の の の の の の の の の	The same of the sa	THE REAL PROPERTY.			STATE			
Total Workforce					1	1				i	1	1		-		1
									1	1	-	,				
2	N/A	N/A	A/N	A/N	N/N	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A
Ratio to Honest Rate	N/A	N/A	N/A	N/A	A/A	A/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ES .	N/N	A/A	Y.N	ΚN	A/A	N/A	N/A	N/N	N/A	N/A	NA	N/A	N/A	N/A	N/A	NA
						0.00		1000		00/2/000	COLIODO	HE HER STATES SOCIETIES BY THE HE	TEN DV TIL	MAN ILL BANK	DESCRIPT	0000

Notes: ONLY THE WORKPLACE HARASSMENT WORKSHOPS OFFERED VIRTUALLY BY OUR OFFICE ARE REFLECTED. THE OTHER WORKSHOPS COORDINATED BY THE HUMAN RESOURCES OFFICE, I DO NOT HAVE THE COMPLETE INFORMATION, ONLY BY GENDER (682 FEMALES) 809 MALES)

N/A		To	Total	State of the last	*	AIIAN	N	8	Santa Santa	HIL		A	Service and	NHOP	Id(2	The same of the
The state of the	Job Category (Use EEO-4)	Male	Female	13	9	2	4	2	ı	2	ь	2	F	M	н	N	4
Trinations	1 - Officials & Administrators		TO THE REAL PROPERTY.	STATISTICS AND ADDRESS.	STREET, STREET	The second second	THE REAL PROPERTY.	Section 1988	District of the last	STATE OF THE PERSON NAMED IN	の世界の		Ship Stranger	Sandan Paris		Distriction of the last	Samoon and
minations N.A N	Total Worldorce							•					*	Ť		1	1
on Reife NJA NJ	Total Involuntary Terminations		1						+	•		200					
NIA	Involuntary Termination Rate	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	A/A	K/Z
Dest (Yes/No) NiA	Ratio to Lowest Rate	N/A	A/N	A/A	N/A	A/A	N/A	N/A	N/A	Ϋ́Z	N/A	NA	NA	N/A	N/A	N/A	N/A
Ferminations	Potential Acverse Impact (Yes/No)	N.A	N/A	N/A	N/A	N/A	N/A	N/A	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	ď.
erminations - <th< td=""><td></td><td>A CONTRACTOR OF THE PERSON NAMED IN</td><td>Appendict the Person</td><td></td><td></td><td>The state of the s</td><td>Statement of the last of the l</td><td>Contract of the last</td><td></td><td>The state of the s</td><td>Contract of the last</td><td>Committee of the last</td><td>STATE STATE STATE</td><td>The state of the s</td><td>1</td><td></td><td></td></th<>		A CONTRACTOR OF THE PERSON NAMED IN	Appendict the Person			The state of the s	Statement of the last of the l	Contract of the last		The state of the s	Contract of the last	Committee of the last	STATE	The state of the s	1		
Terminations	2 - Professionals	Total Park	TO SHADOW		THE REAL PROPERTY.		STREET, STREET	STREET, STREET	STREET, SQUARE, SQUARE		Sell Local	SECTION IN	SALES SALES	BOOK BAND	STATE STATE OF THE PERSON NAMED IN	THE REAL PROPERTY.	
Terminations	Total Workforce	1						1	•						ı	4	
Ferminations N/A N	Total Involuntary Terminations	1	1					,				*			-	1	*
Rate Impact (Yes/No) N/A	Involuntary Termination Rate	N/A	N/A	N/A	ΚŻ	A/N	N/A	NA	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA	N/A
Terminations	Ratio to Lowest Rate	N/N	A/A	A'N	K/Z	A/A	A/A	N/A	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA	N/A
Terminations	Potential Adverse Impact (Yes/No)	N/A	A/N	A/A	N/A	NA	N/A	N/A	N/A	NA	N/A						
Terminations	The second secon	Action of the Party of the Part		Appropriate to the second	SCHOOL SECTION AND ADDRESS OF THE PERSON AND	Section Section 1992		The State of Street, or other Designation of the last		Separation of the least		Constitution of the last		The Part of the Pa	Contraction of the last of the	THE REAL PROPERTY AND PERSONS NAMED IN	
N.A	3 - Technicians		STORY STATES		Walter Street					THE PARTY OF	The state of the s					SCHOOL SECTION	
N.A N./A N./A N./A N./A N./A N./A N./A N	Total Workforce		,				Section 1999	1	-	The second			1	1			•
N/A	Total Involuntary Terminations	,	1								*	200	100	i			
N/A	Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA	N/A	N/A
N/A	Ratio to Lowest Rate	K/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/N	N/A	N/A	N/A	N/A
N/A	Potential Acverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA	NA	N/A
nations		State of the last	COLUMN TOWNS THE PERSON		Caralle Manager	STATE	Contractor of the Contractor	THOSE SERVICE CONTRACT	The second second	1							
N/A	4 - Protective Service	The second second	The second second	N. W.		The state of the s				Marie Marie	Acres de Sent	General Parket	STEEL STEEL STEEL	No. of the last	100000000000000000000000000000000000000	Section 1990	
N/A	Total Workforce	1							-						1		
N/A	Total Involuntary Terminations	1	ì						*		1	r	1		1		
N/A	Involuntary Termination Rate	N/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	K/N	N/A	N/A
	Potential Adverse Impact (Yes/No)	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						

	J.	Total	A STATE OF THE PARTY OF THE PAR	×	AU	ALAN	8	3	HVL	7	A	S. C. S. C.	NHOP)PI	M	Security and
Job Category (Use EEU-4)	Male	Female	M	ь	2	H	M	н	M	F	M	F	M	F	N	F
5 - Paraprofessional	The same of the	STATE OF THE PARTY OF		Will Street or other transport	1000	A	The state of the s	一日 日本日本		STATE OF THE PERSON NAMED IN	Section 2	のできる	STATE OF THE PERSON NAMED IN	STATE OF THE PERSON NAMED IN	Standard .	Marie Con
Total Workforce	58	1					1.		58	1	*	r				
Total Involuntary Terminations	2	1				1	7	1	2			1	1	-	1	4
Involuntary Termination Rate	3.4%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3.4%	N/A	N/A	A/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	N/A	N/A	A/A	A/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	oN.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	NA
THE REAL PROPERTY AND ADDRESS OF THE PARTY AND	Company of the last of the las	Name of Persons Street	September 1	SCHOOL SHALL WAS	SELECTION SELECTION	Spirit Statistical States	Charles Sandarday	STATE OF THE PERSON NAMED IN	2000	The same of	Company of the last		Name and Address of	CHARLING SERVICES	STATE STATE OF THE PARTY OF THE	Charles of the last
6 - Administrative Support	No. of Concession, Name of Street, or other Persons of Str	THE STREET	The second second	The second second	TO SHARE THE PARTY OF	The state of the s	Contract of the last	THE REAL PROPERTY.		Samuel Street	Windship III	The Part of the Party of	STATE OF THE PERSON NAMED IN	State of the last	Spirit South	San Control
Total Workforce	1							1			*	*				1
Total Involuntary Terminations	1						-	T.	1	120	-	10	r	-		
Involuntary Termination Rate	N/A	N/A	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	K/N
Ratio to Lowest Rate	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Section 1	State of Street, Stree	Sample Spinishing	Committee of the Commit	SAME AND ADDRESS OF THE PERSON NAMED IN	SANTAGOS SANTAGOS	THE RESIDENCE AND ADDRESS OF THE PARTY AND ADD	Semination of the seminate of	PERSONAL PROPERTY AND INCOME.	STATE	Name and Address of the Owner, where the Owner, which is the Owner, which is the Owner, which is the Owner, where the Owner, which is the Owner, where the Owner, which is the Owner, w		SANDERS OF THE PARTY OF	STATE OF THE PARTY	Name and Address of the Owner, where
7 - Skilled Craft	THE REAL PROPERTY.		B 1890 9	State State of the last	STREET, STREET	SANTER OF	できまするとの	ROLLING AND		Section 1997	Department of the last	SOCIETY NAMED IN	The state of the state of	SHEET AND	STATE OF THE PERSON NAMED IN	
Total Workforce												1				
Total Involuntary Terminations		1					1	1	e.			î	1	1		
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Sales and Company of the last	The Part of the Pa	Constitution of the last			The state of the s	The second second	STORY SOUTH STORY	The state of the s		San Shares San	The state of the s	The Part of the Pa	The state of the s	The same of the sa
8 -Service-Maintenance													This leaves at	Section of the last	The Company of the Co	
Total Workforce		•									1		•	1		•
Total Involuntary Terminations	,	•					1.		F	1	1	-	*	1	+	
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NA	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	A/N	K/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	NA	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	A A A STATE OF THE				Control of the last	The Part of the Pa	ALCOHOLD AND									

Notes:

Pemale M	N/A	A NHOP! M	THE PART IN THE PA	M T M T M		N/A	N/A	N/A		N/A	N/A		N/A N/A N/A N/A N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A N/A	NIA	TOTAL STATE OF THE	NIA	NA N/A N/A N/A N/A N/A N/A N/A N/A N/A N		N/A	N/A N/A N/A N/A N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A N/A N/A N/A		N/A	NA	NA NA NA NA NA NA NA NA			N/A N/A N/A	N/A	N/A N/A N/A N/A N/A N/A N/A N/A		N/A
Pemale N/A	Pemale N/A	M	-			N/A	A/N	A/A		Α/Z	K S	Y.Y.	N/A	N/A	A/A		A/A	N/N		N/A	N/A	A/N		N/A	N/A	N/A		- 0	N/A	N/A	N/A		N/A
	Male Name and Name an	otal					Н		1	+	+	-	H	Н		-	+	+	1				,	1	1	+				-	-	,	A/N A/N

senter Discipline Types	1						100	1	-	ı	1		-			
Discipline Rate	A/A	N/A	A/A	A/N	N/A	N/A	N/A	A/N	A/A	N/A	A/N	N/A	A/N	A/N	N/A	N/A
Ratio to Lowest Rate	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	A/N	N/A	A/N	A/N	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	A/A	N/A	N/A	A/A	A/A	A/A	A/N	N/A	A/N	A/N	N/A	N/A
<enter discipline="" type=""></enter>	,	1			,	•	,	1					1	•	1	
Discipline Rate	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A
Ratio to Lowest Rate	N/A	A/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	A/A	A/A	N/A	N/A
<enter discipline="" type=""></enter>		1					*		*		•		1		-	
Discipline Rate	N/A	A/A	A/N	A/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A
Ratio to Lowest Rate	N/A	A/A	N/A	A/N	N/A	N/A	N/A	N/A	N/A	A/A	A/N	N/A	A/A	A/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	A/A	A/N	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>		1					•	1	2	1	1	1	200		1	
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	A/N	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A
	MAN BOW		The second				STATE OF THE PARTY.	The second second					The state of the s			
3 - Technicians		Manager and Associated to the Control of the Contro	STATE STATE OF	STATE OF THE PARTY OF	The state of the s				STREET, STREET	District of			THE PERSON NAMED IN	No. of Concession, Name of Street, or other Persons, Name of Street, or ot		
Total Workforce	•	1					-	-	1	-		-	L		-	1
<enter discipline="" type=""></enter>	-	1						1	1	1	1	1	1	•	-	
Discipline Rate	N/A	N/A	A/A	N/A	A/A	N/A	A/A	N/A	N/A	A/N	N/A	N/A	N/A	A/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	A/A	N/A	A/A	N/A	A/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	A/A	A/A	A/A	N/A	N/A	K/N	N/A	N/A	N/A	A/A	N/A	N/A
<enter discipline="" type=""></enter>	1	x					*	T	1			i.	1	•	1	
Discipline Rate	N/A	N/A	N/A	N/A	N/A	A/A	A/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	A/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	A/A	A/A	A/A	N/A	N/A	A/A	N/A	A/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>	1	1		100000000000000000000000000000000000000	1	*	1	1	1	•		ı	1	•	1	
Discipline Rate	N/A	N/A	N/A	N/A	N/A	A/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	A/A	A/A	A/A	N/A	N/A	A/A	A/A	A/A	A/A	A/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	A/A	A/A	N/A	N/A	A/A	N/A	A/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>	•	1	The second		1	1		1	1	1	1	1	*	1	1	
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	A/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>		1					1	10	1		L	-	1	1	t	100
Discipline Rate	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	A/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A
Dotontial Advance Impact (Vac/No)	NIA	AVVA	N/A	NIVA	NIA	NIM	NIA	NIA	A/M	NIZ	NIA	NIA	NI/A	NIS	MIN	NIV

<enter discipline="" type=""></enter>	1	1			1	-	1			,		1	,	1	1	
Discipline Rate	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	A/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A
	The state of the s	STATE OF THE PARTY OF	No. of Lot, St. St.	School September	Statement of the last of the l	Name and Address of	BASE PRINCES	STATISTICS IN	STATE	STATE STATE OF	CONTRACTOR	SHESSELLE STATES	STATE STATE	Section and	A 100000	THE PROPERTY OF
4 - Protective Service	Sale of the sale	STATION S	The state of the s		The same of	STATE OF THE PERSON NAMED IN	STEP STREET	The same of the sa	The same of	Section 18		No. of Lot		No.		
Total Workforce		1						1		7	·	1	•	1	,	1
<enter discipline="" type=""></enter>		'					-	1		1		1	,	1	,	
Discipline Rate	N/A	N/A	A/A	N/A	N/A	N/A	A/A	A/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A
<enter discipline="" type=""></enter>	•	•			•	1	1	1	1	1		1	1	1	1	1
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	A/A	N/A	N/A	A/A	N/A	A/A	A/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>						1	1	1.	1	1		1	*	(12)	1	
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>									•	,	-	1	1	,	1	
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	A/A	N/A	A/A	A/A	N/A	N/A	A/A	N/A	A/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	V/V
<enter discipline="" type=""></enter>		r						1	•	1	•	1	1	1	,	'
Discipline Rate	N/A	N/A	N/A	N/A	A/A	N/A	A/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	A/A	N/A	N/A	A/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	A/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	A/A	N/A	A/A	A/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	A/A
<enter discipline="" type=""></enter>	ı	1					1	1	1	•		1	•	1	1	
Discipline Rate	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	A/A	N/A	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/N
5 - Paraprofessional										No. of the last						
Total Workforce	80,0	1					1	T	58		1	1	1	1	1	1
DISMISSAL	2		4 2				1	1	2	1.	1		1			
Discipline Rate	3.4%	N/A	N/A	N/A	A/A	N/A	N/A	N/A	3.4%		N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	A/A	N/A	A/A	A/A	100.0%		A/A	N/A	N/A	A/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	A/A	N/A	A/A	A/N	S	A/A	A/A	N/A	A/A	A/N	A/A	N/A
/Entor Discipling Types	100000000000000000000000000000000000000	- AND 100				The second second		The same of the same of								

250	2	(2)	NA	Z/Z	K/Z	Z/Z	N/A	Z/Z	%0.0	N/A	N/A	N/A	A/A	K/N	N/A	XX
Ratio to Lowest Rate	100.0%	N/A	N/A	N/A	A/A	N/A	N/A	N/A	100.0%	N/A	A/A	N/A	A/A	N/A	N/A	A/A
Potential Adverse Impact (Yes/No)	°N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	A/A	A/A	N/A	A/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>	1	,						1	*	1		1	1	•	1	•
Discipline Rate	%0.0	A/A	N/A	N/A	N/A	N/A	N/A	N/A	%0.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	A/A	A/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	A/A	N/A	A/A	N/A	N/A	A/A
Potential Adverse Impact (Yes/No)	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	A/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>	1	1						-		1	1	1	•			1
Discipline Rate	%0.0	N/A	A/N	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	A/A	N/A	A/A	A/A	N/A	N/A
Ratio to Lowest Rate	100.0%	A/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	A/A	A/A	N/A	A/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N _o	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	A/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>	,	1								1		1	1	1	1	4
Discipline Rate	0.0%	N/A	N/A	A/A	N/A	N/A	N/A	N/A	%0.0	N/A	A/A	N/A	A/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	A/A	N/A	A/N	N/A	N/A	N/A	N/A	100.0%	N/A	A/A	N/A	N/A	A/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N _o	N/A	N/A	A/N	A/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>					•				-	1	1	1	-	1	1	1
Discipline Rate	%0.0	N/A	N/A	A/A	N/A	N/A	N/A	N/A	%0.0	N/A	A/A	N/A	A/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	N/A	A/A	N/A	N/A	N/A	N/A	100.0%	N/A	A/A	N/A	A/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	9N	N/A	N/A	A/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A
			THE SPANIE	THE REAL PROPERTY.	OPT BANKS		THE PERSON NAMED IN	The Part of the least	SOUTH STATES	No. of the last	SECTION AND ADDRESS OF	SALD STATES	STATE OF THE PARTY AND	A 100	Salara Sa	STATE OF STREET
6 - Administrative Support			Description of the last	STEEL STATES	Section 1	Sandal to Su	Service Services	Sugar Separate	ant new layers			THE REAL PROPERTY.	New Merchan			STATE STATE OF
Total Workforce	1							1	1	1	1	1	1	1	1	•
<enter discipline="" type=""></enter>	1	-						3		1	T.	1	1	1	1	1
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	NA	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>	C	1			1	1	1		*	•	•	1	1	1	1	1
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	A/A	A/A	N/A	N/A	N/A	N/A	N/A	ΚX	N/A	N/A
Potential Adverse Impact (Yes/No)	A/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Α/Z
<enter discipline="" type=""></enter>	1	1			1	*	1	-	1	1.	1	1	1			
Discipline Rate	A/N	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	A/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	A/A	N/A	A/A
<enter discipline="" type=""></enter>	,						-		1	1	1	1	1	1	1	
Discipline Rate	A/A	N/A	N/A	N/A	A/A	A/N	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A
Ratio to Lowest Rate	A/A	N/A	N/A	N/A	A/A	A/A	A/A	A/A	N/A	A/A	A/A	A/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	A/A	N/A	A/A	A/A	N/A	A/A	A/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>						The same	1	•				1	1	1000	1000	7

Discipline Rate	A/A	N/A	A/A	K/Z	√××	Z/Z	K/Z	K/Z	K/N	N/A	N/A	Z/A	N/N	K/N	Z/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	A/N	A/A	A/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	A/N	N/A	N/A	N/A	A/A	A/A	A/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A	N/A	N/A
<enter discipline="" type=""></enter>	1				1	1	1	*		1	1	1				1
Discipline Rate	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
· · · · · · · · · · · · · · · · · · ·	THE PERSON NAMED IN	Total Service		S. A. S.	Construction of	No. of Concession, Name of Street, or other Persons and Name of Street, or other Pers	State of the last	STATE OF THE PARTY OF	Contraction of the last	San San Land	To the same of	The state of the s	COLUMN TO SERVICE	Total Park	Salar Salar	Stranger or other Persons
7 - Skilled Craft	HANDEN STATE	The Party of the P	San					The second second	The Landson							
Total Workforce		'					*			r	1					•
<enter discipline="" type=""></enter>			1		1		*			1.	1		10	1	1	
Discipline Rate	N/A	A/A	A/N	A/N	N/A	N/A	N/A	N/A	N/A	N/A	A/N	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	A/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>	-					•		1	4	•	-	1	1	ī	1	
Discipline Rate	N/A	N/A	N/A	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	A/N	N/A	N/A	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	A/A	N/A	N/A	N/A	A/N	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>	-				1			-	-			1	1	1	1	1
Discipline Rate	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	A/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	A/N	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	K/N	N/A	A/A	N/A	K/N	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/N	N/A	A/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>	,	1			1	*	1.	1	1			1	1	1		
Discipline Rate	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	A/N	N/A	N/A	N/A	A/A	A/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A
Potential Adverse Impact (Yes/No)	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A
<enter discipline="" type=""></enter>		1					1			1	ı	1	,	1	•	1
Discipline Rate	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A
Ratio to Lowest Rate	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	A/A	N/A	N/A	N/A	N/A	A/A	A/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A
<enter discipline="" type=""></enter>				Name of Street	•	-	1			1	1	,	,	1		1
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	K/N	A/A	N/A
Ratio to Lowest Rate	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	ΑN	N/A	N/A
									A STATE OF						THE PERSON NAMED IN	No. of Concession,
8 -Service-Maintenance				Stantage of						The same of	No. of Lot	The state of the s				
Total Workforce	1	-				Sunda and		1	•	1	1	1	1	1		•
<enter discipline="" type=""></enter>	1				1			1	1	1	1					
Distinction Date	8118	MICA	NISA	NISS	NIV	NI/A	VIV	NIS	NIA	NIA	VI/V	VIV	A/A	VIV	VIV	N/A

Ratio to Lowest Rate	A/N	A/N	A/A	A/N	N/A	N/A	N/A	A/N	A/A	A/N	N/A	N/A	N/A	N/A	A/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	A/N	A/A	N/A	A/A	A/N	N/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A
<enter discipline="" type=""></enter>						,	1	*		1	1	1		1	•	-
Discipline Rate	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	A/N	N/A	N/A	A/N	N/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	A/A	N/A	A/N	N/A	N/A	N/A	N/A	A/A	N/A	N/A	A/A	N/A	A/A	N/A
<enter discipline="" type=""></enter>	1	1	The same of the sa				•		•	1	1			1	+	
Discipline Rate	N/A	N/A	A/N	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	A/N	N/A	A/N	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	A/A	A/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A	N/A	N/A
<enter discipline="" type=""></enter>	1				1	-				1	1	1	1	1	.1	*
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	A/A	A/A	A/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	A/A	A/A	A/A	K/Z	A/N	N/A
Potential Adverse Impact (Yes/No)	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	A/A	A/A	N/A	V/N	N/A	N/A
<enter discipline="" type=""></enter>	,	1						1		ı		1	-	1	ı	1
Discipline Rate	A/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/A	A/A	N/A	N/A	N/A	A/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/N	N/A	N/A
<enter discipline="" type=""></enter>						1		1		1	•	•	•		1	1
Discipline Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	A/N	N/A	A/A	N/A	K/Z
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	N/A	A/A	N/A	N/A	N/A	A/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	K/N	N/A	A/A	N/A	N/A	N/A	N/A
		SAN THUS	Colonia II	Contraction of		The same of			NEW YORK	A	Spirit Line	No. of Lot, or other	STREET, STREET,	September 1		The last of the la

Notes: IN 2021 THERE WERE NO CASES OF DISCIPLINE AT THE AGENCY.

ATTACHMENT III ORIENTATION MEETINGS MUNICIPALITIES



PO PROGRAMA DE PARTICIPACIÓN CIUDADANA

PLAN DE PARTICIPACIÓN CIUDADANA I MPO DE PUERTO RICO | REUNÓN CON NUEVOS ALCALDES

INFORME

FECHA DE REUNIÓN	HORARIOS	LUGAR DE REUNIÓN	
10 de febrero de 2021	2:00 PM	Microsoft Teams	7.00

DATOS GENERALES:

- Se convocó una reunión con los nuevos alcaldes y alcaldesas que formarán parte del MPO de Puerto Rico. El propósito de la reunión era orientarles sobre el proceso de planificación del transporte, su rol como miembro del MPO y los fondos disponibles para proyectos.
- Se integran al MPO de Puerto Rico 26 nuevos alcaldes. También fueron invitados a la reunión 5 alcaldes de municiplos en área rural (Vieques, Culebra, Adjuntas, Maricao y Santa Isabel).
- Al momento de la redacción de este informe los alcaldes de los municipios de Arecibo, Guánica y Naguabo no han entregado las cartas de endoso para formar parte del MPO de Puerto Rico.

Área Urbanizada	Municipio	Alcalde/sa:
Comité Política Pública Área	Aguada	Hon. Christian Cortés Feliciano
Urbanizada Aguadilla	Aguadilla	Hon. Julio Roldán Concepción
	Añasco (UZA)	Hon. Kabir Solares García
	Isabela	Hon. Miguel Méndez Pérez
	Lares*	Hon. Fabián Arroyo Rodríguez
	Moca	Hon. Ángel Pérez
	Utuado	Hon. Jorge Pérez
Comité Política Pública Área	Ciales*	Hon. Alexander Burgos Otero
Jrbanizada San Juan	Cidra	Hon. David Concepción González
	Corozal	Hon. Luis García
	Humacao	Hon. Reinaldo Vargas Rodríguez
	Patillas (UZA)	Hon. Maritza Sánchez Neris
	San Juan	Hon. Miguel Romero
	San Lorenzo	Hon. Jaime Alverio Ramos
Marian Ref 1	Vega Alta*	Hon. María Vega Pagán
Comité Política Pública Área	Arecibo	Hon. Carlos Ramirez Irizarry
Urbanizada Menores de 200,000	Cabo Rojo	Hon. Jorge Morales Wiscovitch
labitantes	Celba	Hon. Samuel Rivera Báez
	Guánica	Hon. Ismael Rodríguez Ramos
16	Guayanilla	Hon. Raúl Rivera Rodríguez
	Lajas	Hon. Jayson Martínez Maldonado
	Maunabo	Hon. Ángel Omar Lafuente Amaro
	Naguabo	Hon. Miraldaliz Rosario Pagán
	Ponce	Hon. Luls Irlzarry Pabón
	Sabana Grande	Hon. Marcos Gilberto Valentín Flores
41.14.4M. H. 17.7M.	San Germán	Hon. Virgilio Olivera Olivera

^{*}alcaldes o alcaldesas que participaron en la reunión

3. Para promover la participación a la reunión usaron las estrategias que se describen en la siguiente tabla.

TABLA: ESTRATEGIAS DE PARTICIPACIÓN CIUDADANA	FECHA .
Cartas de invitación - Se les enviaron dos cartas a los nuevos miembros de los Comités de Política Pública del MPO de PR (1) carta explicativa de endoso y consentimiento para formar parte del Comité. (2) carta de invitación a la reunión virtual de orientación. Las comunicaciones originales se enviaron por correo postal.	2 de febrero de 2021
2. Correo electrónico – Las cartas se enviaron por correo electrónico. Asimismo, se enviaron emails para recordar y confirmar asistencia de los nuevos miembros la reunión, compartir el link para conectarse a la reunión y los documentos de planificación y programación de proyectos.	Varias fechas
(R1) Correo electrónico – Primer correo con la carta y <i>link</i> de la reunión	4 de febrero de 2021
(R2) Correo electrónico – recordatorio de reunión	8 febrero 2021
(R3) Correo electrónico – recordatorio de reunión	10 febrero 2021
3. Llamadas telefónicas – Se hicieron 20 llamadas a los nuevos miembros para confirmar su asistencia a la reunión y en algunos casos solicitar correos electrónicos.	8, 9 y 10 de febrero 2021

NOTA: Se adjuntan a este informe copia de los documentos descritos en la columna estrategias

4. Estuvieron representados en la reunión 18 municipios, incluyendo un (1) municipio rural (Santa Isabel).

PARTICIPACIÓN EN REUNIÓN DE NUEVOS ALCALDES POR ÁREA URBANIZADA	A
Comité de Política Pública Área Urbanizada Aguadilla (5/7)	71%
Comité de Política Pública Área Urbanizada de San Juan (7/8)	88%
Comité de Política Pública de UZA (5/11)	45%

5. Participaron 43 personas; entre ellas tres (3) alcaldes. La mayoría de los alcaldes delegaron su asistencia a la reunión en otro funcionario municipal. Se creó un registro de asistencia con los datos recopilados de la grabación de la reunión y el chat de MS Teams.

Reg	istro de Asistencia	
#	Nombre	Municipio
1	Marisol Rosa Acevedo, Administra Municipal	
2	Zulma Rivera	Aguada
3	Rosario Villanueva	Aguadilla
4	Luis E. García, Director Oficia de Gerencia y Desarrollo de Proyecto	Isabela
5	Hon. Fablán Arroyo Rodríguez, Alcalde	
6	María Izquierdo, Directora Oficina Programas Federales	Lares
7	Lissette Soto, Administradora Municipal	
8	David Tubens, Director Oficina Programas Federales	Moca
9	Felix Méndez, Oficina Planificación	

10	Hon. Alexander Burgos Otero, Alcalde	
11	Suhely González, Directora Oficina Programas Federales	Ciales
12	Deborah Andrade, Directora de Programas Federales	Cidra
13	Julio de Jesús Nieves, Oficina Planificación	Humacao
14 15	Hon. Maritza Sánchez Neris, Alcaldesa Jaime Hernández	Patillas
16	Darylin Amador, Oficina Gerencia y Presupuesto	San Juan
17	Rafael Malavé, Ayudante Especial del Alcalde	San Lorenzo
18	Plan. Pablo Collazo, Director Oficina Planificación	- Un
19	Beatriz Rivera, Oficina Programas Federales	Vega Alta
20	Angel Figueroa, Oficina Finanzas	
21	Jonathan Morel, Director Oficina Programas Federal	Cabo Rojo
22	William Serrano, Director Oficina Programas Federales	Celba
23	Carlos Cintrón, Administrador Municipal	Guayanilla
24	Carlos López, Oficina Planificación	
25	Miguel Roura Pardo, Oficina Finanzas	Lajas
26	Jacqueline Rodríguez Directora Interina Programas Federales	
27	Neftalí Borrero, Director Oficina Asuntos Federales	i vi irrominotar est.
28	Jean González, Director Oficina Desarrollo Económico y Planificación	Ponce
29	Ángel Negrón	Santa Isabel
30	Leichelie Guzmán Reyes, Directora Oficina Obras Publica	
31	José Rodríguez, Consultor	
32	Ing. Eileen M. Velez Vega	Secretaria DTOP y Presidenta MPO de PI
33	Alfredo Santiago	DTOP/Secretario Ejecutivo MPO de PR
34	Ing. Lynnette Alicea, Ayudante Secretaria	DTOP
35	Ing. Linette Díaz, Ayudante Secretaria	DTOP
36	Ing. Edwin González, PhD, Director Ejecutivo	Autoridad de Carreteras y Transportación (ACT)
37	Luis E. Rodríguez, Subdirector	ACT
38	Sonia Montañez, Directora Oficina Coordinación Federal	ACT
39	Lumary Soto, Coordinadora Programa Participación Ciudadana	ACT
40	Norma García, Oficial Ejecutivo	ACT
41	Betzaida Colón, Oficial Administrativo	ACT
42	Bayoan Ortíz	FTA
43	Soniangeli Rodríguez	FHWA

Informe preparado por:
Lumary Soto Nieves, MSW
Coordinadora Programa Participación Ciudadana
Oficina Coordinación Federal
Autoridad de Carreteras y Transportación/MPO de Puerto Rico
lusoto@dtop.pr.gov
8 de marzo de 2021





Fecha: 10 de febrero de 2021

Hora: 2:00 pm

Propósito: Reunión de orientación a los nuevos alcaldes y/o alcaldesas sobre el MPO de Puerto

Rico y los fondos federales (FTA y FHWA) para transportación colectiva y carreteras

Reunión Virtual: MC Teams

AGENDA DETALLADA

- Bienvenida, propósito de la reunión y reconocimiento de invitados Eileen M. Velez Vega, Secretaria de DTOP y Presidenta MPO de Puerto Rico
 - Saludo Director Ejecutivo Autoridad de Carreteras y Transportación Dr. Edwin E. González Montalvo, PE
 - Presentación de Participantes
 - i. Alcaldes/alcaldesas y/o funcionarios municipales
 - ii. Personal de ACT que trabaja los asuntos del MPO de Puerto Rico
 - Alfredo Santiago Irizarry, Secretario Ejecutivo del MPO de Puerto Rico Email: alfredosantiago@dtop.pr.gov
 - Luis E. Rodríguez Rosa, Subdirector Autoridad de Carreteras y Transportación

Email: lurodriguez@dtop.pr.gov

 Sonia Montañez Colón, Directora Oficina Coordinación Federal-Autoridad de Carreteras y Transportación
 Email: smotanez@dtop.pr.gov

Teléfono: 721-8787 ext. 1600, 1601

 Lumary Soto Nieves, Coordinadora Programa de Participación Cludadana de Autoridad de Carreteras y Transportación

Email: <u>lusoto@dtop.pr.gov</u> Teléfono: 721-8787 ext. 1653

- Email del MPO de Puerto Rico: ocf@dtop.pr.gov
- Página de Internet
 Documentos finales de planificación y programación de proyectos https://act.dtop.pr.gov/coordinacion-federal/

Avisos de reuniones y borradores de documentos para comentarios https://act.dtop.pr.gov/coordinacion-federal/avisos-notices/

- iii. Federal Transit Administration (FTA)-PR
 - Bayoan R. Ortiz-Rios, P.E., Community Planner Email: bayoan.ortiz-rios@dot.gov
 - Maribell Pérez, PE, Transportation Program Specialist Email: maribell.perez@dot.gov
 - Nelson Delgado Rivera, ElT, General Engineer
 Email: n.delgado-rivera@dot.gov
- iv. Federal Highway Administration (FHWA)-PR
 - Soniangeli Rodriguez Reyes, Pathways Intern Acting Planning Program Manager Email: <u>s.rodriguez-reyes@dot.gov</u>
- II. Presentación sobre la Organización Metropolitana de Planificación de Puerto Rico Presenta: Sonia Montañez Colón, Directora Oficina Coordinación Federal-ACT
 - ¿Qué es el MPO? ¿Quiénes lo componen? ¿Cuál es el rol de los alcaldes en el MPO?
 - Designación de nuevos alcaldes y/o alcaldesa al MPO de PR
 - Proceso de planificación del transporte y documentos de planificación
 - Reglamento Interno
- III. Presentación de los Programas de la Administración Federal de Transportación Colectiva (FTA, por sus siglas en inglés) para proyectos de transportación colectiva
 - Public Transportation Agency Safety Plan (PTASP) certificación
 - Sección de preguntas y respuestas
- IV. Presentación de los Programas de la Administración Federal de Carreteras (FHWA, por sus siglas en inglés) para proyectos de carreteras

Presenta: Luis E. Rodríguez Rosa, Subdirector Autoridad de Carreteras y Transportación

- Sección de preguntas y respuestas
- V. Información de los Planes que se está trabajando Sonia Montañez Colón, Directora Oficina Coordinación Federal-ACT
 - Programa de Mejoras a la Transportación (TIP, por sus siglas en inglés) 2019-2022) Enmienda 2
- VI. Otros asuntos

Secretaria de DTOP y Presidenta MPO de Puerto Rico

- Aprobación Medidas de Desempeño de Seguridad Vial para el 2021-Referéndum 12 al 16 de febrero de 2021
- VII. Clausura

Secretaria de DTOP y Presidenta MPO de Puerto Rico



Asunto: Orientación para la solicitud fondos de Emergencia CARES, CRRSSA y ARPA

Fecha: 29 de marzo de 2021

Hora: 3:30 pm

Reunión Virtual por Microsoft Teams

Nombre	Organización
Débora Andrades	Municipio de Cidra
Lindra Torres	Municipio de Hormigueros
Alexis Ramos	Muncipio de Toa Baja
Angel Torres Torres	Muncipio de Caguas
Jorge Méndez	Consultor de varios municipios
Esther Krumhans	Consultora de varios municipios
Raymond Watters	Municipio de Añasco
Coralys Flores	Muncipio de Orocovis
Janice Rullán	Municipio de Juana Díaz
Jaime Lafuente González	Negociado de Transporte y Otros Servicios
José Miranda	Negociado de Transporte y Otros Servicios
Jossie Correa	Municipio de Toa Alta
Mabel Cosme Nieves	Municipio de Fajardo
Brenda I Figueroa	no identificó su organización
Elizabeth Vélez de León	no identificó su organización
Luz E. Vera Rodríguez	Municipio de Guayanilla
Luis López Serrano	Municipio de Cabo Rojo
Gaby Vélez	Municipio de Lares
Darilyn Amador	Municipio de San Juan
Julissa Pizarro	Municipio de Bayamón
Jessica González	Consultora de municipio
David Tubens	Municipio de Moca
Lissette Soto	Municipio de Moca
Rosa Flores	Municipio de Juncos
Soane Díaz	Muncipio de Orocovis
Lillian Rodríguez	Muncipio de Guayama
Ramón J. Pagán	Muncipio de Utuado
José Serrano	Municipio de Naranjito
Melinda Acevedo	Municipio de Hormigueros
Sonimar Rodríguez	Municipio de Villalba
Sara Robles	Municipio de Villalba
Eddie Fuentes	Municipio de Corozal
Betty García Guzmán	Muncipio Humacao
Julio de Jesús	Muncipio Humacao
Pedro Santiago	Municipio de Naranjito
Ana Negrón	Municipio de Naranjito
Paul Fuentes	Municipio de Loíza

Nombre	Organización
Sra. Yarelix Pumarejo Torrens	Municipio de Luquillo
Maritza Ruiz	Municipio de San Sebastián
Angel Negrón Aponte	Municipio de Santa Isabel
Evelyn Guenard	Consultora de municipios
Edil Montalvo	Municipio de Guánica
Lcdo. Díaz	Municipio de Carolina
Irma M. Vargas	Municipio de Patillas
Derek J. Meléndez	no identificó su organización
Miguel Roura Pardo	Municipio de Lajas
Sra. Carmen Madera	Municipio de Patillas
Derin Nuñez	Municipio de Guánica
Jean Carlos González	Municipio de San Sebastián
Eduardo Hernández	Municipio de Vega Baja
Sonimar Rosa	Municipio de Río Grande
Dr. González	Municipio de San Germán
Jacqueline Rodríguez	Municipio de Lajas
Melisa Martínez	Municipio de Lajas
Emanuel Gómez	Municipio de Bayamón
Edjoel Cosme	Municipio Las Piedras
Nadshira Torres	Acumenian - ACT
Lissette Fuentes	Acumenian - ACT
Vilma Méndez	Acumenian - ACT
Isabel Nieves	Municipio de Aguadilla
Luis Aquiles	Municipio de Guaynabo
Omar Santos	Consultor de varios municipios
Manuel Piñeiro Caballero	no identificó su organización
Sonia Montañez	Autoridad de Carreteras y Transportación
Lumary Soto	Autoridad de Carreteras y Transportación
Vivianette Arroyo	Acumenian - ACT
Rubén Pomales	Municipio de Toa Baja
Luraida Rivera	Acumenian - ACT
Norma García	Autoridad de Carreteras y Transportación
Betzaida Colón	Autoridad de Carreteras y Transportación

MPO de Puerto Rico Comité de Política Pública del Área Urbanizada de San Juan

Fecha: 7 de abril de 2021

Hora: 9: 40 am

Reunión Virtual por Microsoft Teams



Nombre	Organización
Plan. Angélica Camacho González	Representante Municipio de Aibonito
6r. Ángel Marrero Ortiz	Representante Municipio de Barranquitas
Plan. Emmanuel Gómez	Representante Municipio de Bayamón
Sra. Ada B. Caballero Miranda	Representante Municipio de Caguas
Sr. Ángel Torres Torres	Representante Municipio de Caguas
Sra. Leslie R. Rivera Domenech	Representante Municipio de Canóvanas
ng. Iván Ayuso Expósito	Representante Municipio de Carolina
Sra. Carmen Quiñones	Representante Municipio de Carolina
Sra. Natasha Vázquez Pérez	Representante Municipio de Cayey
Plan. Deborah Andrade Pizarro	Representante Municipio de Cidra
Sra. Keysha Santos	Representante Municipio de Comerío
Sra. María Maurás	Representante Municipio de Coamo
Sr. Eddie L. Fuentes	Representante Municipio de Corozal
Sra. Yomaira Maldonado	Representante Municipio de Dorado
Sr. Luis Aquiles Ares	Representante Municipio de Guaynabo
Sra. Amarilis Vázquez Aquino	Representante Municipio de Gurabo
Sr. Julio de Jesús	Representante Municipio de Humacao
Sra. Rosa Flores	Representante Municipio de Juncos
Sr. Edjoel Cosme Oyola	Representante Municipio de Las Piedras
Sra. Delilah Ruiz	Representante Municipio de Manatí
Sr. Pedro Santiago	Representante Municipio de Naranjito
Sr. José Serrano	Representante Municipio de Naranjito
Sr. Joseph Rivera Padilla	Representante Municipio de Orocovis
Dolmary Colón Martínez	Representante Municipio de Salinas
Plan. Tamara González Rivera	Representante Municipio de San Juan
Sra. Darilyn Amador	Representante Municipio de San Juan
Sr. Rafael Malavé Poupart	Representante Municipio de San Lorenzo
Plan. Alexis A. Ramos	Representante Municipio de Toa Baja
Plan. Anilda Fernández	Representante Municipio de Toa Baja
Plan. Rubén Pomales	Representante Municipio de Toa Baja
Plan. Jossie Correa	Representante Municipio de Toa Alta
Plan. Pablo Collazo	Representante Municipio de Vega Alta
Sr. Ángel Medina	Representante Municipio de Vega Baja
Sr. Edgard Casanova	Representante Municipio de Yabucoa
	Director Ejecutivo Autoridad de Carreteras y
Dr. Edwin E. González Montalvo	Transportación
Plan. María Gordillo	Representante Junta de Planificación
Sra. Silmary Maisonet Machado	Representante Autoridad Metropolitana de Λutobuse

Nombre	Organización
Sra. Jaime Lafuente	Representante Negociado de Transporte y otros Servicios Públicos
Sr. Jaime González	Representante Negociado Manejo de Emergencia
Ing. Linnette M. Díaz Berríos	Ayudante Secretaria Departamento de Transportación y Obras Públicas
Ing. Luis E. Rodríguez Rosa	Subdirector Autoridad de Carreteras y Transportación
Sr. Axel B. Bierd Rivera	Director Oficina Planificación Estratégica de Autoridad de Carreteras y Transportación
Sra. Lumary Soto	Oficina Coordinación Federal de Autoridad de Carreteras y Transportación
Ing. Luis D. López	Federal Highway Administration
Ing. Soniageli Rodríguez Reyes	Federal Highway Administration
Ing. Eileen M. Vélez Vega	Presidenta MPO de Puerto Rico / Secretaria DTOP
Sr. Alfredo Santiago Irizarry	Secretario Ejecutivo MPO de PR / DTOP
Sra. Sonia Montañez	Oficina OCF-Autoridad de Carreteras y Transportación
Ing. Alexandra Velázquez	Área de Programación y Estudios Especiales de la Autoridad de Carreteras y Transportación

MPO de Puerto Rico Comité de Política Pública del Área Urbanizada de Aguadilla

Fecha: 8 de abril de 2021

Hora: 1:36 pm

Reunión Virtual por Microsoft Teams



Nombre	Organización
Hon. Carlos López Bonilla	Alcalde Municipio de Rincón
Sr. Wesley Vega López	Representante Municipio de Aguada
Plan. Isabel Nieves Cruz	Representante Municipio de Aguadilla
Sra. Rosario Villanueva	Representante Municipio de Aguadilla
Sra. Awilda Martínez Cabán	Representante Municipio de Camuy
Sr. Raymond Waters	Representante Municipio de Añasco
Sra. Ariana Pérez Soto	Representante Municipio de Añasco
Ing. Luis García Sánchez	Representante Municipio de Isabela
Sra. Lissette Soto Velázquez	Representante Municipio de Moca
Sr. David Tubens	Representante Municipio de Moca
Ing. Félix Méndez	Representante Municipio de Moca
Sra. Maritza Ruiz	Representante Municipio de San Sebastián
Sr. Ramón J. Pagán Mercado	Representante Municipio de Utuado
Sra. Aida Martínez	Representante Departamento de Recursos Naturales y Ambientales
Ing. Edwin E. González Montalvo	Director Ejecutivo Autoridad de Carreteras y Transportación
Plan. María Gordillo	Representante Junta de Planificación
Ing. Luis E. Rodríguez Rosa	Subdirector Autoridad de Carreteras y Transportación
Sr. Axel B. Bierd Rivera	Director Oficina Planificación Estratégica de Autoridad de Carreteras y Transportación
Ing. Linnette M. Díaz Berríos	Ayudante Secretaria Departamento de Transportación y Obras Públicas
Sra. Lumary Soto	Carreteras y Transportación
Ing. Eileen M. Vélez Vega	Presidenta MPO de Puerto Rico / Secretaria DTOP
Sr. Alfredo Santiago Irizarry	Secretario Ejecutivo MPO de PR / DTOP
Sra. Sonia Montañez	Oficina OCF-Autoridad de Carreteras y Transportación
Ing. Alexandra Velázquez	Área de Programación y Estudios Especiales de la Autoridad de Carreteras y Transportación

MPO de Puerto Rico Comité de Política Pública Área Urbanizada Menores de 200,000 Habitantes



Fecha: 8 de abril de 2021

Hora: 3:30 pm

Reunión Virtual por Microsoft Teams

Nombre	Organización	
Hon. Pedro García Figueroa	Alcalde Municipio de Hormigueros	
Hon. Luis Irizarry Pabón	Alcalde Municipio de Ponce	
Sra. Ariana Pérez Soto	Representante Municipio de Añasco	
Sr. Raymond Watters	Representante Municipio de Añasco	
Sra. Estefany Hernández	Representante Municipio de Camuy	
Sr. William Serrano Serrano	Representante Municipio de Ceiba	
Sra. Mabel Cosme Nieves	Representante Municipio de Fajardo	
Sr. Wilfredo Iturino Maldonado	Representante Municipio de Florida	
Sra. Luz E. Vera Rodríguez	Representante Municipio de Guayanilla	
Sra. Sahyly Rosado	Representante Municipio de Hatillo	
Sra. Sandra E. Rosas	Representante Municipio de Hormigueros	
Sra. Janice Rullán Borrero	Representante Municipio de Juana Díaz	
Sra. Sulibeth Rosado Rodríguez	Representante Municipio de Lajas	
Sra. Lourdes Santiago	Representante Municipio de Lajas	
Sra. Yarelix Pumarejo Torrens	Representante Municipio de Luquillo	
Sr. Ramón Díaz Zambrana	Representante Municipio de Mayagüez	
Sra. Yarelis Irizarry	Representante Municipio de Mayagüez	
Sra. Tainachi Fernández Roqué	Representante Municipio de Naguabo	
Sr. Jean P. González Santinio	Representante Municipio de Ponce	
Sra. Dolmary Colón	Representante Municipio de Salinas	
Sra. Sara Robles	Representante Municipio de Villalba	
Sra. Carmen Madera	Representante Municipio de Yauco	
Ing. Edwin E. González Montalvo	Director Ejecutivo Autoridad de Carreteras y Transportación	
Plan. María Gordillo	Representante Junta de Planificación	
HT 1 5780 - 85 SANA WARD 275-4 GARD	Ayudante Secretaria Departamento de Transportación y	
Ing. Linnette M. Díaz Berríos	Obras Públicas	
PS AND THE PROPERTY AND A STATE OF THE PROPERTY AND A STAT	Representante Negociado de Transporte y otros	
Sra. Jaime Lafuente	Servicios Públicos	
Mónica Menéndez	Autoridad de Transporte Integrado	
Ing. Luis E. Rodríguez Rosa	Subdirector Autoridad de Carreteras y Transportación	
24 × 2250, b) 980, 7	Director Oficina Planificación Estratégica de Autoridad	
Sr. Axel B. Bierd Rivera	de Carreteras y Transportación	
anne per anno arrepre per y	Oficina Coordinación Federal de Autoridad de	
Sra. Lumary Soto	Carreteras y Transportación	
Sra. Lisher Cintrón	Consultora Municipio de Cabo Rojo	

Nombre	Organización
Ing. Eileen M. Vélez Vega	Presidenta MPO de Puerto Rico / Secretaria DTOP
Sr. Alfredo Santiago Irizarry	Secretario Ejecutivo MPO de PR / DTOP
Sra. Sonia Montañez	Oficina OCF-Autoridad de Carreteras y Transportación
Ing. Alexandra Velázquez	Área de Programación y Estudios Especiales de la Autoridad de Carreteras y Transportación

MPO de Puerto Rico Comité de Política Pública Área Urbanizada Menores de 200,000 Habitantes



Fecha: 8 de abril de 2021

Hora: 3:30 pm

Reunión Virtual por Microsoft Teams

Nombre	Organización
Hon. Pedro García Figueroa	Alcalde Municipio de Hormigueros
Hon. Luis Irizarry Pabón	Alcalde Municipio de Ponce
Sra. Ariana Pérez Soto	Representante Municipio de Añasco
Sr. Raymond Watters	Representante Municipio de Añasco
Sra. Estefany Hernández	Representante Municipio de Camuy
Sr. William Serrano Serrano	Representante Municipio de Ceiba
Sra. Mabel Cosme Nieves	Representante Municipio de Fajardo
Sr. Wilfredo Iturino Maldonado	Representante Municipio de Florida
Sra. Luz E. Vera Rodríguez	Representante Municipio de Guayanilla
Sra. Sahyly Rosado	Representante Municipio de Hatillo
Sra. Sandra E. Rosas	Representante Municipio de Hormigueros
Sra, Janice Rullán Borrero	Representante Municipio de Juana Díaz
Sra. Sulibeth Rosado Rodríguez	Representante Municipio de Lajas
Sra. Lourdes Santiago	Representante Municipio de Lajas
Sra. Yarelix Pumarejo Torrens	Representante Municipio de Luquillo
Sr. Ramón Díaz Zambrana	Representante Municipio de Mayagüez
Sra. Yarelis Irizarry	Representante Municipio de Mayagüez
Sra. Tainachi Fernández Roqué	Representante Municipio de Naguabo
Sr. Jean P. González Santinio	Representante Municipio de Ponce
Sra. Dolmary Colón	Representante Municipio de Salinas
Sra. Sara Robles	Representante Municipio de Villalba
Sra. Carmen Madera	Representante Municipio de Yauco
Ing. Edwin E. González Montalvo	Director Ejecutivo Autoridad de Carreteras y Transportación
Plan, María Gordillo	Representante Junta de Planificación
Ing. Linnette M. Díaz Berríos	Ayudante Secretaria Departamento de Transportación y Obras Públicas
Sra. Jaime Lafuente	Representante Negociado de Transporte y otros Servicios Públicos
Mónica Menéndez	Autoridad de Transporte Integrado
Ing. Luis E. Rodríguez Rosa	Subdirector Autoridad de Carreteras y Transportación
Sr. Axel B. Bierd Rivera	Director Oficina Planificación Estratégica de Autoridad de Carreteras y Transportación
Sra. Lumary Soto	Oficina Coordinación Federal de Autoridad de Carreteras y Transportación
Sra. Lisher Cintrón	Consultora Municipio de Cabo Rojo

Nombre	Organización
Ing. Eileen M. Vélez Vega	Presidenta MPO de Puerto Rico / Secretaria DTOP
Sr. Alfredo Santiago Irizarry	Secretario Ejecutivo MPO de PR / DTOP
Sra. Sonia Montañez	Oficina OCF-Autoridad de Carreteras y Transportación
Ing. Alexandra Velázquez	Área de Programación y Estudios Especiales de la Autoridad de Carreteras y Transportación

Programa de Participación Ciudadana Oficina de Coordinación Federal-ACT

Reunión virtual de orientación para petición de fondos para proyectos de transportación colectiva 1 de septiembre de 2021 10:00 AM Microsoft Teams

Nombre	Institución
Alma Fernández	Municipio de Ponce
Carmen Madera	Municipio de Yauco
Eduardo Hernández	Muncipio de Vega Baja
Sara Robles	Municipio de Villalba
Alberto Caragol	Consultor de municipios
Ana Negrón	Municipio de Naranjito
Angel Ruiz	Municipio de Morovis
Ariel Soto Irizarry	Municipio de Morovis
Ariana Pérez	Municipio de Añasco
Brenda Casanova	Municipio de Naguabo
Carlos López	Municipio de Lajas
Cristina López	Canóvanas y Vega Alta
Delvis Irizarry	Municipio de Quebradillas
Emanuel Gómez	Municipio de Bayamón
Francisco Cabrera	Municipio de Cataño
Isabel Nieves	Municipio de Aguadilia
Juan Jacob Greenaway	Municipio de Caguas
Mercedes Camacho	Municipio de Lajas
Janice Rullán	Municipio de Juana Díaz
Jennifer Negrón	Municipio de Vega Baja
Jessica González	Municipioi de Guayanilla
José Candelario	Municipio de Canóvanas
José Hiram Soto Rivera	Alcalde Municipio de Adjuntas
Lissette Fuentes	Consultora de ACT
Lurdes Domenech Valentín	Municipio de San Juan
Luralda Rivera	Consultora de ACT
Marilú Diaz Berrios	Municipio de Juncos
Rosa Flores	Municipio de Juncos
Mario J. Ballester	Municipio de Adjuntas
Marisa Liz Malsonet	Municipio de Florida
1 Mirta Bello	Municipio de Adjuntas
Natasha Vázquez	Municipio de Cayey
Paul Fuentes	Municipio de Loíza
Pedro Santiago	Muncipio de Naranjito
Raymond F. Watters	Municipio de Affasco
Selenia Ayala Martinez	Municipio de Comerío

7 Angel Torres	Muncipio de Caguas
88 Waleska Ortega	, PRITA y ATM
9 Mónica Menéndez	PRITA y ATM
0 Wesley Vega	Muncipio de Aguada
1 Yahairan Rodríguez	Municipio de Carolina
2 Yineska Vargas	Consultra ACT
3 Yomayra Maldonado Cortés	Municipio de Dorado
4 Deborah Andrades	Municipio de Cidra
5 José Serrano	Municipio de Naranjito
6 Bayoan Ortiz	FTA, Región 4
7 Soniangeli Rodríguez	FHWA
8 Sonia Montañez	Directora OCF-ACT
9 Lumary Soto	OCF-ACT
O Betzaida Colón	OCF-ACT
2 Jose C. Collazo	No Identificado

}

Programa de Participación Ciudadana Oficina de Coordinación Federal-ACT

Reunión virtual de orientación para petición de fondos para proyectos de transportación colectiva 31 de agosto de 2021 2:00 PM Microsoft Teams

Nombre	Institución
1 Lourdes Roldán	Municipio de Vieques
2 Millie Marcano	Consultora de municipios
3 Maritza Vélez Cruz	Muncipio de Guayanilla
4 Ángel Marrero	Municipo de Barranquitas
5 Dolmary Colón	Municipio de Salinas
6 Jorge L. Ramos Ruíz	Municipio de Mayagüez
7 Glorimar Villamil	Municipio Barceloneta
8 Paola Rivera	Mucipio Santa Isabel
9 Awilda Martinez	Municipio de Camuy
0 Miguel E. Méndez	Alcalde de Isabela
1 Zilka Matos	Municiplo de Mayagüez
2 Melinda Acevedo	Municipio Hormigueros
3 Victoriano Godoy Ortíz	Innova Enterprises, LLC
4 Yeneska Vargas	Consultora de ACT
5 Fernando Rodríguez	Consultor Municipio Caguas
6 Karen Correa	Presidenta AMA
7 Bayoan Ortíz	FTA, Reglón 4
8 Silmary Maysonet Machado	AMA
9 Arleene Marcial	Municipio de Sabana Grande
0 Lissette M. Fuentes	Consultora de ACT
1 Ovidio González	Municipio de Maricao
2 Evelyn Guenard	Consultora de municipios
3 María Maurás Colón	municipio Coamo
4 Jossie Correa	Municipio Toa Alta
5 Luraida Rivera	Consultora de ACT
6 Azalea Machado	Municipio de Carolina
7 Luis E. García Sánchez	Municipio Isabela
8 Zulma Rivera	Municipio de Aguada
9 Angela Pérez Toro	no identificado
0 Francisco Cabrera	Muncipio de Cataño
1 Edjoel Cosme	Municipio Las Piedras
2 Grace M. Orgega	Municipio de Trujillo Alto
3 María Medina	Municipio de Jayuya
4 Ángel Negrón Aponte	Municipio Santa Isabel
5 Edwin González	Director Ejecutivo ACT
6 Sonla Montanez	Directora OCF-ACT
7 Lumary Soto	OCF-ACT
8 Betzala Colón	OCF-ACT

200000		
39	Vivianette Arroyo	Consultora de ACT

Programa de Participación Ciudadana Oficina de Coordinación Federal-ACT

Reunión virtual de orientación para petición de fondos para proyectos de transportación colectiva 2 de septiembre de 2021 2:00 PM

	Nombre	Institución
1	Alexis A. Ramos Echeandía	municipio Toa Alta
2.	Amarilis Vázquez	Muncipio de Gurabo
3	Amaury F. Boscio Vargas	Universidad Interamericana
	Angela Victoria Soto Pérez	no Identificada
5	Azalea Machado	Municipio de Carolina
6	Deborah Andrade	Municipio de Cidra
7	Deryn Nuñez	Municipio de Guanica
8	Edgard Casanova	Municipio Yabucoa
	Esther Krunhasls	Consultora de Muncipios
10	Carmen A. Flores Iglesias	no identificada
	Glorimar Villamil	Municipio de Barceloneta
12	Garce M. Ortega	Muncipio de Trujillo Alto
13	Heidy Santiago	Muncipio Isabela
14	Ibia M. Rosa Rosa	no identificada
15	Ivone Caraballo	Municipio de Gurabo
16	Jahira Texidor	Municipio Utuado
17	José F. Moreira	Muncipio de Fajardo
18	Joseph Rivera	Municipio de Orocovis
19	Julio de Jesús	Municipio de Humacao
20	Lisette M. Fuentes	Consultra de ACT
21	Lurdes Domenech	Municipio de San Juan
22	Luraida Rivera	Consultra de ACT
23	Mabel Cosme	Municipio de Fajardo
24	Mariana	no identificada
25	Maribel López	Municipio de Aguada
26	Marisol López	Municipio Gurabo
27	no identificado	Municipio de Peñuelas
28	Bayoan Ortiz	FTA
29	Ramón Fernández	Universidad Interamericana-Recinto San Germán
30	Raymond Watters	Municipio de Añasco
31	Rosa Flores	Municipio de Juncos
32	Rosario Villanueva	Municipio de Aguadilla
33	Rubén Pomales	Muncipio de Toa Baja
34	Tamara González	Municipio de San Juan
35	Vivlanette Arroyo	Consultora de ACT
36	Waleska Ortega	PRITA y ATI

7 Willian Serrano	Municipio de Celba	
8 Yareliz Irizarry González	no identificada	-
9 Yesimar	Municipio de Albonito	
10 Yineska Vargas	Consultora de ACT	
11 Yomar Maldonado Arizmendi	no identificada	
32 Suhely Donato	Munciplo Humacao	
3 Sonia Montanez	Directora OCF-ACT	
14 Lumary Soto	OCF-ACT	
15 Betzaida Colón	OCF-ACT	
16 Norma García	OCF-ACT	
17 Linette Díaz	Oficina Secretaria DTOP	
8 Carmen Alicea	Consultora ACT	
9 Vivianette Arroyo	Consultra de ACT	_
0 Bayoan Ortiz	FTA, Region 4	
1 no identificado	Municipio de Salinas	
2 Rubén Pomales	Municipio Toa Baja	
3 no identificado	Municiplo de Ponce	
4 Mónica Menéndez	PRITA y ATI	
5 Merissa Badillo	no Identificada	
6 Kevin Maldonado	Municipio Las Marlas	
7 Recursos Externos	Municipio de Rincón	

ATTACHMENT IV APPROVAL LETTER SUBRECIPIENT TREN URBANO (UNDER REVIEW)



16 de agosto de 2018

tender Beview

Lcdo, Luis V. Villares Sarmiento General Manager ACI-Herzog, A Joint Venture 24 Road 21 Guaynabo, PR 00966-3177

RE: PLAN DE ACCIÓN AFIRMATIVA (2018-2022) ACI-HERZOG A JOINT VENTURE

Estimado licenciado Villares:

Hemos evaluado el Plan de Acción Afirmativa de la compañía ACI- Herzog, correspondiente al año fiscal 2018-2022. El mismo cumple con las leyes y reglamentos federales y estatales contenidos en el programa "Equal Employment Opportunity" que coordina y supervisa la Oficina de Derechos Civiles. Le recomendamos que deberán hacer esfuerzos de buena fe dirigidos a alcanzar las metas establecidas.

Para aclarar cualquier duda o recibir información adicional, puede comunicarse con la Sra. Mariselle Sobrado al teléfono (787) 721-8787 Ext. 1751.

Cordialmente,

da. Yomarie Pacheco Sanchez

Directora

Oficina de Derechos Civiles

3004/MSC





Puerto Rico Highway and Transportation Authority (PRHTA) Oversight REVIEW CHECKLIST

GENERAL INFORMATION	
Sub-recipient Name: Mumicipality of Coarno	
Funding Source: ☐Section 5307 ☐ Section 5311 ☐ Both ☐ Other 5310	
Sub-recipient Representative:	
personnel conducting compliance visit: Novrna L. Garaia	
Date of compliance visit:	
ORGANIZATIONAL Brief description of Sub-recipient Service:	92
Public Jenninal - Policy # 09-540-000124844-1/000	
Public Junual - Policy # 09-540-000424844-1/000 Validas (Justian 5310-5311)	
	22

1.0 Overview The PRHTA is responsible for monitoring sub-recipients and

contractors to ensure that all fiscal, federal, and programmatic responsibilities are fulfilled. The purpose of this Compliance Review report is to provide an internal control mechanism designed to review performance over a period of time and to evaluate compliance of sub-recipients and contractors funded with federal funds. Monitoring also allows jurisdictions to provide technical assistance to help subrecipients and contractors comply with applicable laws and regulations, improve technical skills, increase capacity and stay updated on regulations.

____ Intermodal – Transit Division will be responsible for monitoring sub-recipients and contractors no less than twice per contract year and more often should it be necessary.

The review will include a physical on-site visit at the location where the sub-recipients and contractors maintain the project records.

Areas for monitoring sub-recipients and contractors shall include:

- Legal
- 2. Technical Capacity
- 3. Financial Management
- 4. Procurement
- 5. DBE
- 6. Satisfactory Continuing Control
- Maintenance Program

- 8. ADA
- 9. Title VI
- 10. Equal Employment Opportunity
- 11. Drug and Alcohol Program
- 12. Safety and Security
- 13. Public Comment

Citation References. The	public transportation program operates under transit
provisions including, but not limite	d to the following:
Federal Transit Administration (F	ΓΑ); www.fta.dot.gov/
Code of Federal Regulations (CF	R): www.access.gpo.gov/nara/cfr/cfr-table-search.html
United States Code (USC): www	4.1aw.cornell.edu/uscode/

Process. The Compliance Monitoring and Site Visit process include the following:

- Pre-Site Visit Activities: A copy of the document checklist and the Compliance Monitoring Questionnaire
 will be sent to sub-recipients prior to the scheduled site visit. Sub-recipients will be asked to submit
 certain documents in advance as part of the desk review. PRHTA Staff will review this
 documentation prior to the on-site compliance monitoring site/visit.
- Entrance Interview: The entrance interview conveys the purpose and focus of the visit and to inform the sub-recipient of specific tasks to be completed during the visit, specifically activities outlined on the Compliance Questionnaire.
- Compliance Monitoring: PRHTA staff will conduct on on-site visit to verify that documentation, policies and procedures supports the reviewer's observations and conclusions.
- Exit Interview: The exit interview provides PRHTA and the sub-recipient an opportunity to review findings and/or provide the necessary recommendations to improve the administration of program(s).

REVIEW AREAS

1 LEGAL

Legal	YES	NO N	A
Is the sub-recipient designated as the body legally responsible for the overall organization, management and operation of the transportation system?			
Does the sub-recipient have an authorizing resolution passed by a governing body?	N/		
Did the sub-recipient promptly notified and FTA of any legal matters that may affect the FTA? If yes, please list details including date, name of complainant and			
summary of allegation. 4. Did the sub-recipient promptly notified and FTA of any instances relating to false claims under the False Claims Act or fraud?			র্থ
5.Did the sub-recipient use only non-appropriated funds for any lobbying activities and did the agency file the disclosure form to FTA?			
Comments: Venifican progress du contrato Illia Danchez			

2 TECHNICAL CAPACITY

Sub-recipient Oversight	YES,	NO NA	
Determine if the sub-recipient is eligible to receive assistance under federal award programs.:	V	′ 🗆	
□ Private non-profit organizations; □ State or local governmental authorities; and □ Operators of public transportation services	¥		
Is there a signed lobbying certification on file from sub-recipients entering into agreements exceeding \$100,000?			
 Was the sub-recipient ever suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurement before entering into agreements exceeding \$25,000? (Check SAM, Collect certification) 		Ø	
4.Is sub-recipient compliant with federal requirements and performance goals, and provide for evaluation of sub-recipient risk of noncompliance with those requirements?	□′		
Comments:			
Project Management - (TPO)	YES	NO N	A
5.Does the sub-recipient provide administrative and management oversight of project implementation?	Ø		
6.Does the sub-recipient monitor activities(technical inspection and supervision of construction project, technology project, planning projects) under the award to assure schedules are met and other performance goals are achieved? Has the sub-recipient maintain project work schedules? Does sub-recipient ensure conformity to applicable statutes, codes.		□ □	

/. What is the sub-recipient process for determining the applicability of, and ensuring compliance with, all Federal requirements? \[\text{Nunicapaa} \] \[\text{Punicapaa} \]	团		
Are sub -recipient expenditures within the latest approved award budget? If projects are not on budget, what are the reasons justified in writing?			
Are there transit management or service contractors ? If <u>yes</u> , are there written policies, procedures and plans that address the following:		V	
 Site visit checklist(s)/reports, Vehicle/facility checklist reports applicable to FTA requirements 			Ø
Standardized monitoring forms/processes that are consistent with FTA/			M
Timely notification on any significant issues follow up on findings and improvement			V
Identification of the individual responsible for conducting the monitoring			
6. Is the sub-recipient using force account labor for any FTA-funded capital project, did it comply with FTA requirements?			
A	YES	ио и	h
Award Management 7. Has the sub-recipient submitted milestone progress reports (MPRs)?			П
7. Has the sub-recipient submitted milestone progress reports (ivii 113):	Ø	Ш	
8. How often is the sub-recipient required to submit MPRs?	Q'		
9. Does the MPR contain a narrative of activity status and any problems encountered in implementation, specification preparation, bid solicitation, resolution of protests, or third-party contract awards?	Ø		
10. If there were schedule changes, is there: An explanation of why scheduled milestones or completion dates were not met? Identification of problem areas and a narrative on how the problems will be solved? A discussion of the expected impacts and the efforts to recover from the delays?	DZ'		.0
11. Does the recipient ensure timely expenditure of funds and close out of awards?	Q [′]		
	•		

		YES	NO	NA
1.	Does sub-recipient meet A- 133 threshold of \$750,000 across all Federal Programs? (If No, please skip to question 4 or 5 depending on program)	Ø		
2.	Does the sub-recipient have comprehensive policies and procedures in place for managing awards and internal control? Does the policies and procedures address internal control practices to prevent waste, loss and misuse of federal funds? Have policies and procedures been updated to reflect any changes to federal regulatory requirements?	Ø		

13. Has the sub-recipient conducted the required Single Audit, and submitted to Then? Choose date from calendar			
If there were findings in audits related to FTA or US DOT programs, was a copy of the audit and the SF-SAC submitted to the FTA regional office?		Ø	
5.If there were findings associated with the audit, has the sub-recipient completed a corrective action plan?			D'
6. Has a 3 yrs – or longer financial plan been submitted to? (5307 Program only)			
7.Does the sub-recipient have financial resources to provide local share? Is the amount eligible for operating assistance calculated in compliance with FTA guidance?			
B. Does the recipient receive operating assistance from FTA? Do amounts for which reimbursement is sought exclude ineligible costs?			
Has the sub-recipient complied with requirements for charging indirect costs to FTA awards?	- 0		
10.Does the sub-recipient charge indirect costs using the de minimus rate?			
11.Does the sub-recipient have an approved CAP and/or ICRP?		Ø	
12.Was the annual CAP and/or ICRP proposal submitted to the cognizant agency in accordance with the agency's requirements?			
Are requests for reimbursements reviewed to ensure that only allowable expenses have been submitted?			
Comments:			
4. PROCUREMENT Policies and Procedures	YES	NO	NA
Does the sub-recipient have written procurement policies and procedures?	V		
If yes, answer question #2			
Do procurement policies and procedures provide for and/or address the following:			
Written standards of conduct	W	그무	14
Review of procurement requests to avoid duplicative or unnecessary purchases		44	ᆜ
Written procurement history (rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract			

Third-Party Contracts
3. Does the sub-recipient ensure that contractors perform in accordance with the

terms, conditions, and specifications of their contracts or purchase orders

· Written protest procedures

Full and open competition

DBE participation

Written selection procedures

Prohibition of geographic preferences

V

V

V

V

V

YES

NA

V

NO

Disadvantaged Business Enterprise (DBE)	YES	NO	NA
5. DBE			
11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?			V
signed certifications from contractors as part of bid responsiveness in procurements over \$100,000?			V
p. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? Did the recipient include required lobbying certifications in solicitations and receive			Ø
FTA Required Clauses 9 .Did the sub-recipient include applicable federal clauses in FTA-funded procurements	YES	NO	NA IZI
Did the recipient evaluate option prices included in solicitations prior to contract award?			
12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need?	D.		
11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)?			
10. Is a cost or price analysis performed in connection with every procurement?	U U		
f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source?			
e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file?			
d. If the sub- recipient used competitive proposal procedures, was it done in accordance with requirements?			
c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements?			
b. If the sub-recipient used small purchase procedures, was it done in accordance with requirements?			
If the sub-recipient used micro-purchase procedures, was it done in accordance with requirements?			
. Were any other goods or services purchased? If yes,			
. Were any rolling stock or repair parts purchased? If yes, are term limits for each of these contracts less than or equal to five years?	Q/		
. Are contracts limited to five years for any rolling stock or replacement parts?	D.		
. Did the recipient approve, evaluate, and document change orders to procurements?	D'		
. If the recipient awarded revenue contracts during the review period did it use a competitive process for the award, as applicable?			
Does the recipient conduct oversight of third party contractors to ensure performance in accordance with contract terms?	Ø		

		- 1	
old the organization receive more than \$250,000 in federal funds? If yes, did the ub-recipient submit a DBE Program for approval? Does the DBELO have direct and independent access to the CEO?	Q		
2.Was a Semi-Annual Form "Uniform Report of DBE Awards completed and forwarded to he district by the prescribed reporting period? Reporting Period: May 15 (Oct. 1 - Mar 31) and Nov. 10 (April1 -Sept. 30). Are the uniform reports completed accurately?	Ŋ		
3. For each of the past three completed Federal fiscal years, if the sub-recipient's DBE achievements (based on contract awards) were below the overall goal for the applicable year, did the sub-recipient complete the required shortfall analysis and corrective action plan?	□′		
 Can documentation ("good faith efforts") be presented that DBE's have had the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with FTA funds? Examples of Good Faith Efforts include, but not limited to: Ensuring DBE's are aware of contracting opportunities by advertising for DBE on your website, focus groups, meetings, news, events, journals, etc.; Soliciting disadvantaged businesses by fax, e-mail, and telephone; and Documenting proof of all good faith outreach performed by DBE Good Faith on your behalf 	☑		
Has the sub-recipient certified that they have visited the work site and to ensure that work committed to DBEs is actually performed by DBEs? (49 CFR 26.37)	Ø		. 🗆
Did the sub-recipient submit its goal on time? Has the recipient implemented steps to meet the maximum feasible portion of its overall goal race-neutrally?	· M		
Comments:			

	YES	NO	NA
Does the sub -recipient maintain adequate records on the status of real property and submit required reports and notifications to?			Ø
2. If real property was acquired, were all actions, including just compensation, property or properties under litigation, administrative settlements, and condemnation for each parcel reported?			\(\overline{U}'\)
Does the sub- recipient maintain control over FTA-funded equipment and ensure equipment and property are being used for its intended purpose?	□.		
Was equipment withdrawn from use and disposed of in accordance with 2 CFR 200 and FTA requirements?	V		
5.Does the sub-recipient have incidental uses of any FTA-funded real property?		V	
Did the sub-recipient follow FTA requirements for incidental use of real property?	V		
7. Are bus fleets managed in accordance with FTA requirements for spare ratios and contingency fleets?			Ø
8.Does the recipient have flood insurance for any FTA-funded buildings located in areas that have been identified as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968			Ø

nventory					YES	10	
When	was the last physic	cal inventory completed? Date	e: Choose date from cal	endar			
Have	there been any ch	anges to the status of real pr	operty and/or equipme	nt since			
the last physical inventory? If yes, was notified in writing?					_		
Was an accurate inventory list been provided to as per checklist?							
 Does sub-recipient meet the mandatory spare ratio of 20%? (If greater than 50 							\square
vehicles?) Spare Ratio = Total Peak Hour Vehicle Requirement/Spare Vehicles							
7. 1	MAINTENANO	DE PROGRAM			YES	NO	NA
Does the sub-recipient have a written maintenance plan for FTA-funded assets					,		IVA
(Vehicles, facilities, and equipment) that includes:					V	LI	
 Periodic preventive maintenance inspections and scheduled services, including wheelchair lifts, ramps, kneeler, public address systems, voice annunciation systems, specific mission critical and safety items 					Ø		
					N.	П	
Warranty compliance and recovery Output Description Output Desc					M	Ī	
Provisions for wheel-chair lifts and other accessible equipment					M		
Management of maintenance resources Standards for maintenance subcontractors					M	l	市
2. Veh	chedules (based on	nd Checklists – staff will n fleet size) and respond to qu	uestions 13-17 outlined	below.			1
Г	Inspection Sample Size				icense Plate		1
	Fleet size	Log Books Inspected					-
	1-5	1	1				-
	6-15	2	2				4
	16+	, 3	3				
Are pre-trip inspections conducted?					IM	T	
4. Does the PM plan describe the inspection procedures for each item listed on					Q'		
the inspection of servicing checklist? 5. Does the schedule indicate when (according to mileage or time) each					Ø		
service is scheduled to be performed? 6. Does the schedule indicate the date/mileage when services were performed?					VÍ		T
7. Using the vehicle maintenance log with the service schedule and pre-trip inspection checklist compare when a service was due vs. when service was performed. Is the correlation reasonable? (10 percent +/-) Was the DVR accurate?					Q		
Are warranty claims pursued prior to seeking reimbursement from? What is the sub-recipients system for identifying and tracking warranty issues and recovering warranty claims?							
Maintenance Procedures for Accessible Equipment					YES	NO	N/

before the beginning of the vehicle's next service day? If there is no spare vehicle available to take the place of a vehicle with an inoperable lift, entity may keep the vehicle in service with an inoperable lift for no more than five days (if the entity serves an area of 50,000 or less population) or three days (if the entity serves an area of over 50,000 population) from the day on which the lift is discovered to be inoperative. CFR Part 37.163	ď		
Facility/Equipment Inspection	YES	NO	NA
10. Was a facility/equipment/real property purchased using FTA/ funds? If yes, is there a facility/equipment maintenance program that include: a. An organization and assignment of responsibility for facility and equipment maintenance, and b. A series of inspections and routine maintenance actions designed to ensure proper care and maximize useful service life of facilities and equipment, and c. A record-keeping system that maintains adequate permanent records of maintenance and inspection activity for buildings and equipment.	d		
Maintenance Resources	YES	NO	NA
11. Does the maintenance plan address the following?			- -
Goals and objectives	LA CO	부	11
Adequate resources (Organizational structure, staffing levels, training, experience)	四	부분	
Performance reports/maintenance management reporting system		+4	$+$ \sqcup
Maintenance Review staff will conduct random maintenance inspection of buses to ensure proper functionality.			

General Vehicle Condition Checklist (use only) BUS #			e-
Exterior condition (Paint Condition / Body Damage / Cleanliness) Excellent Good Fair Poor Attention		Needs	Immediate
Comments:	٠		-
			23
2. Lights, Mirrors, Glass (Breaks, Cracks, Not Functioning Lights) ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention		Needs	Immediate
Comments:			81
3. Interior (Upholstery, Safety Belts, Floor, Door Operation, Lights, Clear ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention	nliness)	Needs	Immediate
Comments:		#	87
4. Engine Running (Difficulty Starting, Excessive Noise, Visible Exhaust	, Notice	able Odor	s (other
than diesel exhaust), Evidence of Oil Leaks on Ground Excellent Good Fair Poor Attention			Immediate
Comments:			
5. Tires (Visibly worn, Sidewall Cuts or Cracks, Appear Under Inflated) ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention		Needs	Immediate
Comments:			
	1 122	4.500	
6. Wheelchair Lift / Ramp (Operates Properly, No Exposed Hazards, Cl ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention	eanlines	s) Needs	Immediate
Comments:			
39			

Attention Comments: 8. Safety (loose items in driver and passenger compartment, etc.) Comments: The Linual Valuat landstrin (huckarat is attached at the end of line (huckarat)	 PA System/ Voice Annunciation Excellent Good 	on system (Op Fair	erates Properly			leeds	Immediate
8. Safety (loose items in driver and passenger compartment, etc.) Comments: The Singal Value and Condition (Nachbipt is attached at the end)	Attention						
The Denyal Vehicle Condition anacherist is attached at the end	Comments:						
The Denyal Vehicle Condition anacherist is attached at the end	ğ						
The General Vehicle Condition Checkerat is attached at the end					181		
The General Vehicle Condition Onecheight is attached at the end	8. Safety (loose items in driver a	and passenge	r compartment	, etc.)			¥
	Comments:			134			
	8	80				2	
of Unio Charlest	The General Vehicle	c Conduction	Chuckerat is	. attached	at the	r end	<u> </u>
	of Unio Charlist					_	
				·			
	*						
	-						·
				- 10 - 10			

8. ADA

YES	NO	NA
1		
~		
	V	
V		
V		
V		
V		
		V V

	VEC	NO	NA
ecurement, Lift, Availability and Access	YES	NO	NA
. Does the sub-recipient accommodate individuals who rely on accessible equipment hen that equipment is inoperative?	V		
there a policy that covers the securement of mobility devices?			
Are publicized services made in accessible formats (i.e., large print, TOO, Braille, dio tape)? How does the sub-recipient honor the request for accessible formats?			П
dio tape)? How does the sub-recipient honor the request is assessment			Ц
Is there a written policy on service animals?	V		
Is adequate time allotted for the embarking and disembarking of passengers?			
Is the lift/kneel feature functional?	YES N	O NA	
Is training provided to agency personnel and subcontractors for the safe operation of vehicles, accessibility equipment, and the proper treatment of persons with disabilities? Number of staff trained this year:	. D		
Using the same type of service (i.e., fixed route, paratransit, demand response), is the fare and service provided to a disabled passenger the same as the fare that is charged to a non-disabled passenger?		, -	
Are trips prioritized for any purpose?		W	Ш
		Q/	
O. Are fares charged for Personal Care Attendants? How does the sub-recipient ensure there is no pattern or practice of trip denials? Intimely pick-ups? Missed trips? Excessively long trips? I			
			W
12 How are trip denials recorded?	YES	NO	NA
Facilities 13 Does the facility(s) have at least one accessible entrance?	lu'		
14 Are bathrooms and water fountains provided and accessible?	1		Ш
14 Are pathrooms and water foundation provided and	. 1		
15. Are public and common use areas accessible? 6 Have any facilities been constructed or modified? If yes, were the modifications in accordance with 49 CFR Part 37, "ADA Accessibility Guidelines?"		D	
ADA - Complementary Paratransit	YES	NO I	JA.
17. Is the sub-recipient a fixed route service provided? If no, skip questions 15-25. If yes, do you have a Complementary Para-transit Plan? When was the plan updated? Choose date from calendar			
18 Does the recipient provide ADA complementary paratransit service to out-of-town visitors?			
19 If the recipient has a no-show/late cancellation policy for ADA complementary paratransit service, does it meet the ADA complementary paratransit service requirements?			Ę
20 Does the recipient limit the availability of service to ADA paratransit eligible individuals?			
individuals? 21 Does the sub-recipient's eligibility determination process meet ADA complementary paratransit service requirements?			
Dal direction Solition 1.			

23 . Is there an appeals process? Does the process allow the applicant the opportunity to be heard and to present information?	回		
24. Is next day service provided?	Ø,		
25 Are trips scheduled within one hour of the requested trip time?	V		
26. Are fares no more than twice the fixed route fare?	M		
27. Is service provided within 3/4 mile of fixed routes?	W		
28. Are fares charged for Personal Care Attendants?		W	
29. Is service available during the same hours and days as fixed route?	V		
30 Does subscription service exceed 50 percent (unless there is non-subscription capacity)?		q	
Route Deviation Service. To be considered demand responsive, the service must deviate for the general public, not just persons with disabilities. If deviations are restricted to a group, the service ceases to be a form of demand-responsive service for the general public.			
31 Is general route deviation service open to the general public? Is route deviation service used as your method for demand-responsive service? If no, skip to question 28. If yes:			
a. Does the service deviate for people with and without disabilities?			V
b. Is the service publicly advertised as route deviation service?	. 🗆		W
32 . Does the service have characteristics similar to those of a demand responsive service? Examples include:			Ū
a. Response time;			W,
b. Fares;			Ø,
c. Geographic area of service;			
d. Hours and days of service;			V
e. Restrictions or priorities based on trip purpose;			V
f. Availability of information and reservations capability; and			M,
g. Any constraints on capacity or service availability.		' 🗆	' U'
Observation Check			
33 White staff should observe a minimum of one of the following sub-recipient functions. It is retransit agency be contacted prior to completing any of the following: Riding the service Observing transit agency reservation service Observing transit agency scheduling Observing transit agency dispatching	commen	ded the	
Description of the observation results Comments:			

9. TITLE VI

	YES	NO	NA_
Complaints and Lawsuits	TY		
Are there complaint policies and procedures?			
2. Are procedures for filing complaints (organization name, phone numbers, etc.)			Ц
readily accessible to riders, employees, and applicants? 3. Were any transit related lawsuits/complaints filed within the past year? If yes, does the review of lawsuits/complaints denote a pattern of discrimination? If yes, provide the following information:		Ø	
The date the lawsuit/complaint was filed		_	
The name and address of the complainant			
A company of the allegation			
Are complaints documented and are they assigned to the appropriate transit	V		
staff for investigation? 5. Do riders, employees, and applicants have the option to file a complaint with organizations other than the sub-recipient? If so, who:			
Name: Title	YES	NO N	A
Title VI Program	1 1 1		
Poss the sub-recipient have a Title VI Program consisting of the following elements:			
Does the sub-recipient have a Title VI Program consisting of the following elements: Title VI Notice to the Public, including a list of locations where the notice is			
Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents: a statement that the agency operates programs without regard to race,	N		
8. Does the sub-recipient have a Title VI Program consisting of the following elements: • Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents: 1. a statement that the agency operates programs without regard to race, color, or national origin; 2. a description of the procedures that members of the public should follow in ander to request additional information on the recipient's Title VI obligations;	N		
8. Does the sub-recipient have a Title VI Program consisting of the following elements: • Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents: 1. a statement that the agency operates programs without regard to race, color, or national origin; 2. a description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations; 3. a description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient.			
8. Does the sub-recipient have a Title VI Program consisting of the following elements: • Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents: 1. a statement that the agency operates programs without regard to race, color, or national origin; 2. a description of the procedures that members of the public should follow in ander to request additional information on the recipient's Title VI obligations;	N N		

List of transit-related Title VI investigations, complaints, and lawsuits	V		
Public Participation Plan, including information about early and continuous outreach methods to engage minority and limited English proficient populations (LEP) in the identification of social, economic, and environmental impacts of proposed transportation decisions, as well as a summary of outreach efforts made since the last Title VI Program submission.	Ū′		
ub-recipient evaluated fare and major service changes and monitored ce?	Ø		
alish Proficiency (LEP)	YES	NO	NA
to ensure meaningful access to programs and activities, transit providers to the information obtained in the Four Factor Analysis to determine the language services that are appropriate to provide. Were the following ctors (e.g. Four Factor Analysis) used to determine which language			\overline{\pi}
number or proportion of LEP persons eligible to be served or likely e encountered by the program or recipient.			U
frequency with which LEP persons come into contact with the program.			M
nature and importance of the program, activity, or service provided by			V
resources available to the recipient for LEP outreach, as well as the			Ø
Il documents (schedules, brochures, etc.) provided in languages other than ? Examples of vital documents include an ADA complementary paratransit by application, a Title VI complaint form, notice of a person's rights under			Ø
e minority organizations/communities notified of public meetings, program oppo	ortunities, ouncil	new or	
	Public Participation Plan, including information about early and continuous outreach methods to engage minority and limited English proficient populations (LEP) in the identification of social, economic, and environmental impacts of proposed transportation decisions, as well as a summary of outreach efforts made since the last Title VI Program submission. Jub-recipient evaluated fare and major service changes and monitored coe? Independent evaluated fare and major service changes and monitored coe? Independent evaluated fare and major service changes and monitored coe? Independent evaluated fare and major service changes and monitored coe? Independent evaluated fare and major service changes and monitored coe? Independent evaluated fare and major service changes and monitored coe? Independent evaluated fare and major service changes and monitored coe? Independent evaluated fare and major service changes and monitored coe? Independent evaluated fare and major service changes and monitored coe? Independent evaluated fare and major service changes and monitored coe? Independent evaluated fare and major service provider to element evaluate fare appropriate to program and activities, transit provider to ensure the following coers for fare fare fare fare fare fare fare far	Public Participation Plan, including information about early and continuous outreach methods to engage minority and limited English proficient populations (LEP) in the identification of social, economic, and environmental impacts of proposed transportation decisions, as well as a summary of outreach efforts made since the last Title VI Program submission. Intercipient evaluated fare and major service changes and monitored core? YES	Public Participation Plan, including information about early and continuous outreach methods to engage minority and limited English proficient populations (LEP) in the identification of social, economic, and environmental impacts of proposed transportation decisions, as well as a summary of outreach efforts made since the last Title VI Program submission. Ab-recipient evaluated fare and major service changes and monitored ce? Iglish Proficiency (LEP) The oensure meaningful access to programs and activities, transit providers the information obtained in the Four Factor Analysis to determine the language services that are appropriate to provide. Were the following clors (e.g. Four Factor Analysis) used to determine which language core services are appropriate? The proportion of LEP persons eligible to be served or likely encountered by the program or recipient. The quency with which LEP persons come into contact with the program. The program to people's lives. The sasociated with that outreach. It documents (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages other than experiments (schedules, brochures, etc.) provided in languages othe

·	YES	NO	NA
1. Does the sub-recipient employees 100 or more transit-related employees? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year? If so, is there an EEO program?		u'	
2. Does the sub-recipient employees 50-99 transit-related employees? If so, is there an abbreviated EEO program? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year?			
Does the abbreviated EEO program include the following elements?			
Statement of Policy			
Policy Dissemination Plan			V
•Designation of Personnel Responsibility			V
*Assessment of Employees Practices			V

	8-30	12.34.0	
Are the required posters/materials listed below placed in conspicuous places (lunch		П	П
oms, building entry, lobby, etc.) and made available to employees and applicants?			ш
EEO Policy Statement	V		
Equal Employment Opportunity (EEO)	v ²		
Family and Medical Leave Act (FMLA) of 1993	V		
Employee Polygraph Protection Act	D.		
Fair Lahor Standards Act (FLSA)	~		
there an EEO Program Plan in accordance with FTA Circular 4704.1 EEO and include the	e following	elemen	ts:
Designation of personnel responsibilities			
Workforce Utilization Analysis	Z,		
3. Goals and timetables	V		
Assessment of past employment practices	V		
5.Proposed remedies for problem areas	D/		
6.Monitoring and reporting system.			
Inderutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availated at the salso to establish the framework for goals and timetables and other affirmative is	categories	where elevant	
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. The work of the work of the utilization analysis is to identify those job underutilization to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration.	categories	where elevant	labor
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis?	categories bility in the actions to c	where elevant	labor
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis?	categories bility in the actions to c	where elevant	labor
	categories bility in the actions to c	where elevant	
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments:	categories bility in the cactions to c	where relevant correct	labor
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 3. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 3. Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM	categories bility in the actions to c	where relevant correct	labor
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? Were goals set in the previous submission met? If not, explain.	categories bility in the cactions to c	where relevant correct	labor
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM	categories bility in the ractions to c	where relevant correct	labor

Comments:

o contractors and subcontractors with safe sensitive employees have drug and alcohol			V	
ing programs?	M	T	П	1
Does the drug policy contain the following information:	W		Ī	
Approval by governing board or other "final authority" for the subrecipient			一	\dashv
Identity of contact person, office, or position	M	++	+	-
Employee categories to be tested – safety sensitive positions	N N	井	+	\dashv
Prohibited behavior	V	님	+	\dashv
Testing circumstances	D/	H	님	\dashv
Testing procedures – consistent with 49 CFR 40, as amended	Y	H	+	-
Required participation by employee	V.	H	+	-
Debesies that constitutes refusal to submit to a test	Y	⊢⊢	님	
for an amplayed who has a verified positive test result	N	ᆜ	H	
Consequences for an employee who has a vermed posterior of 0.02 or Consequences for an employee found to have an alcohol concentration of 0.02 or	1			1
Consequences for an employee reacher				_
greater, but less than 0.04 Any program elements in addition to those required by FTA defined	U			
Any program demonstrate and alcohol program records in a secure	W			
3. Does the sub-recipient maintain drug and alcohol program records in a secure		-		255
ocation with controlled access?	V			
Was drug awareness program performed in the past year?	1			
to the second for specified Dellou!			1	
Are drug test records maintained for specified portrait Do all medical review officers, substance abuse professionals, breath alcohol echnicians, and collectors in the drug and alcohol testing program have the required ualifications?]
Have contractors, lessees, and subcontractors with safety-sensitive employees filed annual MIS reports with the recipient? Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient?]
Print = - 40 x 60 x 60 x 60	YES	NO	N	IA
Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace	V			
Comments:			1.1	
12. Is it distributed periodically to all employees?	M	+ 1		님
12. Is it distributed periodically to all employed and avareness program? 13. Does the sub-recipient have an on-going drug awareness program?	V	$+$ \square	+1	Ц
13. Does the sub-recipient ensure that all covered employee receive the required 60				
minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drugs.	ng Ig 🗹			
minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drugs and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing possession, or use of a controlled substance is prohibited in the workplace?	5]	
minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drugues and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored?	5]	
minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drugs and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing possession, or use of a controlled substance is prohibited in the workplace?	5	<u> </u>		

19. Has the sub-recipient notified employees of the sanctions that they might be subject to or violation of the Drug-Free Workplace requirements?	回		
Collection Sites	YES	NO	NA
1. Does the sub-recipient have on file the qualifications for the following:			
A) Medical Review Officers (MROs)	Q		
B) Substance Abuse Professionals (SAPs)			
C) Screening Test Technicians (STTs) Breath Alcohol Technicians (BATs)	V		
D) Collectors	Q'		

12. SAFETY AND SECURITY - 5307 Sub-recipient

YES	NO	NA
		V
		□√
	YES	YES NO

13. PUBLIC COMMENT ON FARE INCREASES AND MAJOR SERVICE REDUCTIONS

PI	blic Comment	YES	NO	NA
1.	and the state of t			M
2.	Has the sub-recipient increased fares or had any major service reductions since the last review?			U
	If yes, did the sub-recipient follow its public comment procedures on fare increases and major service reductions (request copies of public notices related to fare increases and major service reductions).			ď



Puerto Rico Highway and Transportation Authority (PRHTA) Oversight REVIEW CHECKLIST

GENERAL INFORMATION Sub-recipient Name: Municipality of flas Marlas □ Other □ Both Funding Source: ☐Section 5307 ☐ Section 5311 Sub-recipient Representative: personnel conducting compliance visit: Norma L. Garu'a Date of compliance visit: ORGANIZATIONAL Brief description of Sub-recipient Service: STA ID: SAMS #: 1500144252 Contrato asundamiento hasta 2022 (3,200 mensueles)

1.0 Overview The PRHTA is responsible for monitoring sub-recipients and

contractors to ensure that all fiscal, federal, and programmatic responsibilities are fulfilled. The purpose of this Compliance Review report is to provide an internal control mechanism designed to review performance over a period of time and to evaluate compliance of sub-recipients and contractors funded with federal funds. Monitoring also allows jurisdictions to provide technical assistance to help subrecipients and contractors comply with applicable laws and regulations, improve technical skills, increase capacity and stay updated on regulations.

____ Intermodal – Transit Division will be responsible for monitoring sub-recipients and contractors no less than twice per contract year and more often should it be necessary.

The review will include a physical on-site visit at the location where the sub-recipients and contractors maintain the project records.

Areas for monitoring sub-recipients and contractors shall include:

- 1. Legal
- 2. Technical Capacity
- 3. Financial Management
- 4. Procurement
- DBE
- 6. Satisfactory Continuing Control
- 7. Maintenance Program

- 8. ADA
- 9. Title VI
- 10. Equal Employment Opportunity
- 11. Drug and Alcohol Program
- 12. Safety and Security
- 13. Public Comment

Citation References. The _____ public transportation program operates under transit provisions including, but not limited to the following:
Federal Transit Administration (FTA): www.fta.dot.gov/
Code of Federal Regulations (CFR): www.access.gpo.gov/nara/cfr/cfr-table-search.html
United States Code (USC): www4.1aw.cornell.edu/uscode/

Process. The Compliance Monitoring and Site Visit process include the following:

- Pre-Site Visit Activities: A copy of the document checklist and the Compliance Monitoring Questionnaire
 will be sent to sub-recipients prior to the scheduled site visit. Sub-recipients will be asked to submit
 certain documents in advance as part of the desk review. PRHTA Staff will review this
 documentation prior to the on-site compliance monitoring site/visit.
- Entrance Interview: The entrance interview conveys the purpose and focus of the visit and to inform the sub-recipient of specific tasks to be completed during the visit, specifically activities outlined on the Compliance Questionnaire.
- Compliance Monitoring: PRHTA staff will conduct on on-site visit to verify that documentation, policies and procedures supports the reviewer's observations and conclusions.
- Exit Interview: The exit interview provides PRHTA and the sub-recipient an opportunity to review findings and/or provide the necessary recommendations to improve the administration of program(s).

REVIEW AREAS

1 LEGAL

	YES	NO N	A
Legal 1. Is the sub-recipient designated as the body legally responsible for the overall organization, management and operation of the transportation system?	Ø		
Does the sub-recipient have an authorizing resolution passed by a governing body?			
Did the sub-recipient promptly notified and FTA of any legal matters that may affect the FTA? If yes, please list details including date, name of complainant and	Ø		
summary of allegation. 4. Did the sub-recipient promptly notified and FTA of any instances relating to false claims under the False Claims Act or fraud?			
5.Did the sub-recipient use only non-appropriated funds for any lobbying activities and did the agency file the disclosure form to FTA?			
Comments:			

2 TECHNICAL CAPACITY

	YES	NO NA	
Sub-recipient Oversight Determine if the sub-recipient is eligible to receive assistance under federal award programs.:	Ø		
 □ Private non-profit organizations; □ State or local governmental authorities; and □ Operators of public transportation services 	25		3,
2. Is there a signed lobbying certification on file from sub-recipients entering into agreements exceeding \$100,000?		\(\overline{\pi}\)	
3. Was the sub-recipient ever suspended, debarred, ineligible of voluntarily excluded from participation in federally assisted transactions or procurement before entering into pareements exceeding \$25,000? (Check SAM, Collect certification)		回	
4.Is sub-recipient compliant with federal requirements and performance goals, and provide for evaluation of sub-recipient risk of noncompliance with those requirements?		Ø	
Comments:			
(TDO)	YES	NO N	A
Project Management - (TPO) 5.Does the sub-recipient provide administrative and management oversight of project implementation?	d		
6.Does the sub-recipient monitor activities(technical inspection and supervision of construction project, technology project, planning projects) under the award to assure schedules are met and other performance goals are achieved? Has the sub-recipient maintain project work schedules? Does sub-recipient ensure conformity to applicable statutes, codes,	I I		

Does sub-recipient meet A- 133 threshold of \$750,000 across all Federal Programs?	160	IVO	147
	YES	NO) NA
3. FINANCIAL MANAGEMENT			
Comments:			
11. Does the recipient ensure timely expenditure of funds and close out of awards?	Ø		
 10. If there were schedule changes, is there: An explanation of why scheduled milestones or completion dates were not met? Identification of problem areas and a narrative on how the problems will be solved? A discussion of the expected impacts and the efforts to recover from the delays? 			ď
9. Does the MPR contain a narrative of activity status and any problems encountered in implementation, specification preparation, bid solicitation, resolution of protests, or third-party contract awards?	U		
B. How often is the sub-recipient required to submit MPRs?			
7. Has the sub-recipient submitted milestone progress reports (MPRs)?	U U		
Award Management	YES	NO N	A
Comments:		85	
comply with FTA requirements?	П.	M	
Identification of the individual responsible for conducting the monitoring Is the sub-recipient using force account labor for any FTA-funded capital project, did it			
 Timely notification on any significant issues follow up on findings and improvement Identification of the individual responsible for conducting the monitoring 	N N	H	H
 Standardized monitoring forms/processes that are consistent with FTA/ 			
 Site visit checklist(s)/reports, Vehicle/facility checklist reports applicable to FTA requirements 			П
. Are there transit management or service contractors? If <u>yes</u> , are there written policies, procedures and plans that address the following:	回		
. Are sub -recipient expenditures within the latest approved award budget? If projects are not on budget, what are the reasons justified in writing?			V
V V			
compliance with, all Federal requirements? Municipality / PAHTA			

ΙV

(If No, please skip to question 4 or 5 depending on program)

Does the sub-recipient have comprehensive policies and procedures in place for managing awards and internal control? Does the policies and procedures address internal

control practices to prevent waste, loss and misuse of federal funds? Have policies and

procedures been updated to reflect any changes to federal regulatory requirements?

3. Has the sub-recipient conducted the required Single Audit, and submitted to? hen? Choose date from calendar \[\mathcal{U} \mathcal{U} \mathcal{Q} \]	Ø		
I.If there were findings in audits related to FTA or US DOT programs, was a copy of the audit and the SF-SAC submitted to the FTA regional office?		ď	⊡
5.If there were findings associated with the audit, has the sub-recipient completed a corrective			回
action plan? 3. Has a 3 yrs – or longer financial plan been submitted to? (5307 Program only)			
7.Does the sub-recipient have financial resources to provide local share? Is the	□.		
B. Does the recipient receive operating assistance from FTA? Do amounts for which reimbursement is sought exclude ineligible costs?	M		
Has the sub-recipient complied with requirements for charging indirect costs o FTA awards?	Ø		
10.Does the sub-recipient charge indirect costs using the de minimus rate?		Ø	
10.Does the sub-recipient charge indirect costs using the de minimum of the sub-recipient have an approved CAP and/or ICRP?			Q'
12.Was the annual CAP and/or ICRP proposal submitted to the cognizant agency in			Ø
Are requests for reimbursements reviewed to ensure that only allowable expenses have been submitted?			\(\overline{\pi}\)
Comments:			
4. PROCUREMENT		ři .	*
Policies and Procedures	YES	NO	NA
Does the sub-recipient have written procurement policies and procedures?	V		
If yes, answer question #2	- 7		
Do procurement policies and procedures provide for and/or address the following:		.	
Written standards of conduct		거님	++
- Paview of progressent requests to avoid duplicative or unnecessary purchases	المحا	구남	+ =
Written procurement history (rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract	V		
to the second way	V		
L. C adures			1 1
Written selection procedures Full and open competition	V	1.0	1 4
- Luii and oben combetation			

Third-Party Contracts
3. Does the sub-recipient ensure that contractors perform in accordance with the

terms, conditions, and specifications of their contracts or purchase orders

YES

NO

NA

V

Prohibition of geographic preferences

DBE participation

Does the recipient conduct oversight of third party contractors to ensure performance in accordance with nortract terms? If the recipient awarded revenue contracts during the review period did it use a competitive process for the award, as applicable? Did the recipient approve, evaluate, and document change orders to procurements? Are contracts limited to five years for any rolling stock or replacement parts? Are contracts limited to five years for any rolling stock or replacement parts? Were any rolling stock or repair parts purchased? If yes, are term limits for each of these contracts less than or equal to five years? Were any other goods or services purchased? If yes, If the sub-recipient used micro-purchase procedures, was it done in accordance with requirements? b. If the sub-recipient used small purchase procedures, was it done in accordance with requirements? c. If the sub-recipient used competitive proposal procedures, was it done in accordance with requirements? d. If the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file? f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source? In Is a cost or price analysis performed in connection with every procurement? Did the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? Z. Did the recipient base the quantity or amount of options on its reasonably foreseable need? J. Did the recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? D. Did the recipient include required lobying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? The recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? D. Did
Did the recipient approve, evaluate, and document change orders to procurements? Are contracts limited to five years for any rolling stock or replacement parts? Were any rolling stock or repair parts purchased? If yes, are term limits for each of these contracts less than or equal to five years? Were any orbing stock or repair parts purchased? If yes, are term limits for each of these contracts less than or equal to five years? Were any other goods or services purchased? If yes, are term limits for each of these contracts less than or equal to five years? Were any other goods or services purchased? If yes, are term limits for each of these contracts less than or equal to five years? Were any other goods or services purchased? If yes, are term limits for each of these contracts less than or equal to five years? Were any other goods or services purchased? If yes, are term limits for each of these contracts with requirements? If the sub-recipient used small purchase procedures, was it done in accordance with requirements? If the sub-recipient used small purchase procedures, was it done in accordance with requirements? If the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file? If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source? In Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? In Does the recipient base the quantity or amount of options on its reasonably foreseable need? In Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses Juic the micro-purchase limit and construction contracts over \$2,000? To Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$1,00,000? To Did the recipient included liquidated damages in its procur
Are contracts limited to five years for any rolling stock or replacement parts? Are contracts limited to five years for any rolling stock or replacement parts? Were any rolling stock or repair parts purchased? If yes, are term limits for each of these contracts less than or equal to five years? Were any other goods or services purchased? If yes, If the sub-recipient used micro-purchase procedures, was it done in accordance with requirements? b. If the sub-recipient used small purchase procedures, was it done in accordance with requirements? c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements? d. If the sub-recipient used competitive proposal procedures, was it done in accordance with requirements? e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file? f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source? 10. Is a cost or price analysis performed in connection with every procurement? 11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
Were any rolling stock or repair parts purchased? If yes, are term limits for each of these contracts less than or equal to five years? Were any other goods or services purchased? If yes, if the sub-recipient used micro-purchase procedures, was it done in accordance with requirements? b. If the sub-recipient used small purchase procedures, was it done in accordance with requirements? c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements? d. If the sub-recipient used competitive proposal procedures, was it done in accordance with requirements? e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file? f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source? 10. Is a cost or price analysis performed in connection with every procurement? 11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9 Did the sub-recipient include applicable federal clauses in FTA-funded procurements award? YES NO NA Sylvand the sub-recipient include applicable federal clauses in FTA-funded procurements award? 10. Did the recipient include applicable federal clauses in FTA-funded procurements award? YES NO NA Sylvand the recipient include applicable federal clauses in FTA-funded procurements award? YES NO NA Sylvand the recipient included included applicable federal clauses in FTA-funded procurements award? The recipient included applicable federal clauses in FTA-funded procurements award? YES NO NA Sylvand the recipient included included awarded awarded in the contract, based on a calculation and rationale?
If the sub-recipient used micro-purchase procedures, was it done in accordance with requirements? b. If the sub-recipient used small purchase procedures, was it done in accordance with requirements? c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements? d. If the sub-recipient used competitive proposal procedures, was it done in accordance with requirements? e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file? f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source? 10. Is a cost or price analysis performed in connection with every procurement? 11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
b. If the sub-recipient used small purchase procedures, was it done in accordance with requirements? c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements? d. If the sub- recipient used competitive proposal procedures, was it done in accordance with requirements? e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file? f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source? 10. Is a cost or price analysis performed in connection with every procurement? 11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
with requirements? c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements? d. If the sub-recipient used competitive proposal procedures, was it done in accordance with requirements? e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file? f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source? 10. Is a cost or price analysis performed in connection with every procurement? 11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
d. If the sub- recipient used competitive proposal procedures, was it done in accordance with requirements? e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file? f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source? 10. Is a cost or price analysis performed in connection with every procurement? 11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file? f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source? 10. Is a cost or price analysis performed in connection with every procurement? 11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source? 10. Is a cost or price analysis performed in connection with every procurement? 11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
determine that the item was available only from a single source? 10. Is a cost or price analysis performed in connection with every procurement? 11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
10. Is a cost or price analysis performed in connection with every procurement? 11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)? 12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
13. Did the recipient evaluate option prices included in solicitations prior to contract award? FTA Required Clauses 9. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
FTA Required Clauses 9 .Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
9 .Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000? 11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?
rate in the contract, based on a calculation and rationale? 5. DBE
LUIS NO N
LUIS NO N

5. Did the sub-recipient submit its goal on time? Has the recipient implemented steps to meet the maximum feasible portion of its overall goal race-neutrally?			
4. Has the sub-recipient certified that they have visited the work site and to ensure	\(\overline{\pi}\)		
 Can documentation ("good faith efforts") be presented that DBE's have had the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with FTA funds? Examples of Good Faith Efforts include, but not limited to: a. Ensuring DBE's are aware of contracting opportunities by advertising for DBE on your website, focus groups, meetings, news, events, journals, etc.; b. Soliciting disadvantaged businesses by fax, e-mail, and telephone; and Documenting proof of all good faith outreach performed by DBE Good Faith on your behalf 	· []		
For each of the past three completed Federal fiscal years, if the sub-recipient's DBE chievements (based on contract awards) were below the overall goal for the applicable ear, did the sub-recipient complete the required shortfall analysis and corrective action lan?	Ø		
Was a Semi-Annual Form "Uniform Report of DBE Awards completed and forwarded to district by the prescribed reporting period? Reporting Period: May 15 (Oct. 1 - Mar 1) and Nov. 10 (April1 -Sept. 30). Are the uniform reports completed accurately?	回.		
d the organization receive more than \$250,000 in federal funds? If yes, did the b-recipient submit a DBE Program for approval? Does the DBELO have direct and dependent access to the CEO?	v	. 🗆	

6. Satisfactory Continuing Control

YES	NO	INA
		Ø
.d		
		V
Y		
W		
U		
. 🗆		U

entory				YES N	10	
rentory		Change date from cale	endar	TEO IN		
When was the last physic	al inventory completed? Date	. Onoose date from car) I GGI			
II th h asy any oh	anges to the status of real pro	nerty and/or equipmer	nt since	W	П	
the last physical invento	ry? If yes, was notified i	n writing?				
Was an accurate inven	tory list been provided to	as per checklist?				
Does sub-recipient mee	t the mandatory spare ratio o	f 20%? (If greater than	50			W
		2	200,000	ш		Ш
vehicles?) Spa	re Ratio = Total Peak Hour V	ehicle Requirement/Sp	are Vehicles			
7. MAINTENANG	CE PROGRAM			26		
7. WAINTENAN	72 T T T T T T T T T T T T T T T T T T T			YES	NO	NA
D the sub-reginiont h	nave a written maintenance pl	an for FTA-funded ass	ets	75 443		П
Does the sub-recipient	equipment) that includes:	MIT IN THE STATE OF THE STATE O				
		ashadulad saniices			-	
 Periodic preventive including wheelchair 	maintenance inspections and lifts, ramps, kneeler, public a	address systems, voic	е			
annunciation systems	s, specific mission critical an	d safety items				
				V		
Warranty complian		ole equinment		V		
	l-chair lifts and other accessil	ole equipment		V		
	aintenance resources			Q'		
Standards for main	tenance subcontractors	inspect maintenance le	nabooks with s	ervice		
Vehicle Inspections ar	nd Checklists staff will	Inspect maintenance i	helow.			
badulan (boood or	s tigat eizer and respond to ut	Jestions 15-17 Outilited				
schedules (based or	n fleet size) and respond to qu	- I		,		7
20-		- I	pection Summary			7
20-	tion Sample Size	- I	pection Summary	/ cense Plate)	7
20-		Inspected Logs	pection Summary)	-
Inspec	tion Sample Size	Inspected Logs	pection Summary)	
Inspect	tion Sample Size Log Books Inspected	Inspected Logs 1 2	pection Summary)	
Fleet size	tion Sample Size Log Books Inspected	Inspected Logs	pection Summary)	
Fleet size 1-5 6-15	Log Books Inspected 1 2	Inspected Logs 1 2	pection Summary			
Fleet size 1-5 6-15 16+	Log Books Inspected 1 2 3 s conducted?	Inspected Logs 1 2 3	vehicle Lic			
Fleet size 1-5 6-15 16+	Log Books Inspected 1 2 3 s conducted?	Inspected Logs 1 2 3	vehicle Lic	cense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspection 4. Does the PM plan de	Log Books Inspected 1 2 3 s conducted? scribe the inspection procedu	Inspected Logs 1 2 3	vehicle Lic	cense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspection 4. Does the PM plan de the inspection of sen 5. Does the schedule	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to many series)	Inspected Logs 1 2 3	vehicle Lic	cense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspection 4. Does the PM plan de the inspection of sen 5. Does the schedule service is scheduled	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to make to be performed?	Inspected Logs 1 2 3 Irres for each item listed hileage or time) each	Vehicle Lie	cense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspection 4. Does the PM plan de the inspection of sen 5. Does the schedule service is scheduled	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to make to be performed?	Inspected Logs 1 2 3 Irres for each item listed mileage or time) each services were perform	Vehicle Lie	Dense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspection 4. Does the PM plan de the inspection of sen 5. Does the schedule service is scheduled 6. Does the schedule inc.	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to make to be performed? dicate the date/mileage when prepance log with the service	Inspected Logs Inspected Logs 1 2 3 Irres for each item listed with the services were perform schedule and pre-trip in the services were performance and pre-trip in t	Vehicle Lie	Dense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspection 4. Does the PM plan de the inspection of sen 5. Does the schedule service is scheduled 6. Does the schedule inc 7. Using the vehicle mai checklist compare w	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to make to be performed? dicate the date/mileage when intenance log with the service when a service was due vs. when	Inspected Logs 1 2 3 Irres for each item listed initiage or time) each services were perform schedule and pre-trip iten service was perform	Vehicle Lie	Dense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspection 4. Does the PM plan de the inspection of sen 5. Does the schedule service is scheduled 6. Does the schedule inc 7. Using the vehicle mai checklist compare we the correlation reason	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to make to be performed? dicate the date/mileage when internance log with the service when a service was due vs. who mable? (10 percent +/-) Was the	Inspected Logs Inspected Logs	Vehicle Lie Vehicle Lie I on ed? inspection ned. Is	Dense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspection 4. Does the PM plan de the inspection of sen 5. Does the schedule service is scheduled 6. Does the schedule inc 7. Using the vehicle mai checklist compare we the correlation reason	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to make to be performed? dicate the date/mileage when internance log with the service them a service was due vs. when able? (10 percent +/-) Was the pursued prior to seeking reim	Inspected Logs Inspected Logs	Vehicle Lie Vehicle Lie I on ed? inspection ned. Is	Dense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspection 4. Does the PM plan de the inspection of sen 5. Does the schedule service is scheduled 6. Does the schedule inc 7. Using the vehicle mai checklist compare w the correlation reason 8. Are warranty claims What is the sub-recipier	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to not be performed? dicate the date/mileage when intenance log with the service then a service was due vs. who inable? (10 percent +/-) Was the pursued prior to seeking reimints system for identifying and	Inspected Logs Inspected Logs	Vehicle Lie Vehicle Lie I on ed? inspection ned. Is	Dense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspection 4. Does the PM plan de the inspection of sen 5. Does the schedule service is scheduled 6. Does the schedule inc 7. Using the vehicle mai checklist compare we the correlation reason 8. Are warranty claims What is the sub-recipier recovering warranty claims	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to not be performed? dicate the date/mileage when intenance log with the service then a service was due vs. who inable? (10 percent +/-) Was the pursued prior to seeking reimints system for identifying and	Inspected Logs 1 2 3 Irres for each item listed in the services were perform schedule and pre-trip item service was performe DVR accurate? bursement from?	Vehicle Lie Vehicle Lie I on ed? inspection ned. Is	Dense Plate		

9. When a lift is discovered to be inoperative, is the vehicle out of service and repaired before the beginning of the vehicle's next service day? If there is no spare vehicle available to take the place of a vehicle with an inoperable lift, entity may keep the vehicle in service with an inoperable lift for no more than five days (if the entity serves an area of 50,000 or less population) or three days (if the entity serves an area of over 50,000 population) from the day on which the lift is discovered to be inoperative. CFR Part 37.163	Ø		
Facility/Equipment Inspection	YES	NO	NA
 10. Was a facility/equipment/real property purchased using FTA/ funds? If yes, is there a facility/equipment maintenance program that include: a. An organization and assignment of responsibility for facility and equipment maintenance, and b. A series of inspections and routine maintenance actions designed to ensure proper care and maximize useful service life of facilities and equipment, and c. A record-keeping system that maintains adequate permanent records of maintenance and inspection activity for buildings and equipment. 	d		
Maintenance Resources	YES	NO I	NA
11. Does the maintenance plan address the following?		1	
Goals and objectives			
 Adequate resources (Organizational structure, staffing levels, training, experience) 	W,		
Performance reports/maintenance management reporting system	U		
Maintenance Review		1	
প্রাপ্ত staff will conduct random maintenance inspection of buses to ensure proper functionality.	/		

Exterior condition (Paint Condition / Body Damage / Cleanliness) Excellent Good Fair Poor Needs Immediate Attention
Comments:
2. Lights, Mirrors, Glass (Breaks, Cracks, Not Functioning Lights) ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Needs Immediate Attention
Comments: 3. Interior (Upholstery, Safety Belts, Floor, Door Operation, Lights, Cleanliness) □ Excellent □ Good □ Fair □ Poor □ Needs Immediate Attention
Comments:
 Engine Running (Difficulty Starting, Excessive Noise, Visible Exhaust, Noticeable Odors (other than diesel exhaust), Evidence of Oil Leaks on Ground ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Needs Immediate Attention Comments:
5. Tires (Visibly worn, Sidewall Cuts or Cracks, Appear Under Inflated) ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Needs Immediate Attention Comments:
6. Wheelchair Lift / Ramp (Operates Properly, No Exposed Hazards, Cleanliness) ☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Needs Immediate Attention Comments:

☐ Excellent ☐ Good ☐ Fair	rates Properly) Poor		Needs	Immediate
ttention				
Comments:				
*	×			
. Safety (loose items in driver and passenger of	compartment, etc.)			
Comments:				
The general vehicles condition d	nechelot in attached	, at	the end.	
	40		TIN WO	
al list also al		*1		
al list also al		*1		
al list also al				
al list also al				
al list also al				
al list also al				
al list also al				
al list also al				

8. ADA

ADA-General	YES	NO	NA
1.Does the sub-recipient track, resolve, and respond to ADA-related complaints?			
Does the sub-recipient have procedures in place?		-	
Do the procedures provide for the prompt and equitable resolution of complaints,			
ncluding a procedure for responding to complaints and tracking the responses?			
3. Have any ADA Complaints been filed with or FTA?			
 Does the recipient retain ADA-related complaints for at least one year and a summary 			
of all ADA-related complaints for at least five years?			
Does the sub-recipient monitor contracted service or service provided by another public entity on the sub-recipient's behalf for compliance with the U.S. Department of			
Transportation (US DOT) ADA regulations?			
6.Does the sub-recipient follow ADA provision of service requirements?			
7. How does the sub-recipient implement the reasonable modification process?			
Page 10			

ecurement, Lift, Availability and Access	YES	NO	NA
. Does the sub-recipient accommodate individuals who rely on accessible equipment	П		П
hen that equipment is inoperative?	ш	1-1	
s there a policy that covers the securement of mobility devices?			
Are publicized services made in accessible formats (i.e., large print, TOO, Braille,			
dio tape)? How does the sub-recipient honor the request for accessible formats?			
Is there a written policy on service animals?		H	H
Is adequate time allotted for the embarking and disembarking of passengers?	H	H	H
Is the lift/kneel feature functional?	Ц	<u> </u>	ш
aining and Service Equivalency	YES I	O NA	1
Is training provided to agency personnel and subcontractors for the safe operation of vehicles, accessibility equipment, and the proper treatment of persons with disabilities? Number of staff trained this year:			
Using the same type of service (i.e., fixed route, paratransit, demand response), is the fare and service provided to a disabled passenger the same as the fare that is			
charged to a non-disabled passenger?			
. Are trips prioritized for any purpose? O. Are fares charged for Personal Care Attendants?			
Are fares charged for Personal Care Attendants? How does the sub-recipient ensure there is no pattern or practice of trip denials? ntimely pick-ups? Missed trips? Excessively long trips? I			
2 How are trip denials recorded?	_ 凵	Ш	Ш
Facilities	YES	NO	NA
3 Does the facility(s) have at least one accessible entrance?		H	片
4 Are bathrooms and water fountains provided and accessible?		닏	닏
15. Are public and common use areas accessible?	Ш		
6 Have any facilities been constructed or modified? If yes, were the modifications in ccordance with 49 CFR Part 37, "ADA Accessibility Guidelines?"			
ADA - Complementary Paratransit	YES	NO N	IA
7. Is the sub-recipient a fixed route service provided?			
If no, skip questions 15-25. If yes, do you have a Complementary Para-transit Plan? When was the plan updated? Choose date from calendar			
18 Does the recipient provide ADA complementary paratransit service to out-of-town visitors?			
19 If the recipient has a no-show/late cancellation policy for ADA complementary paratransit service, does it meet the ADA complementary paratransit service requirements?			
20 Does the recipient limit the availability of service to ADA paratransit eligible individuals?			
incliniques:			
21 Does the sub-recipient's eligibility determination process meet ADA complementary paratransit service requirements?			

23 . Is there an appeals process? Does the process allow the applicant the opportunity to be heard and to present information?			
24. Is next day service provided?			
25 Are trips scheduled within one hour of the requested trip time?		Ш	
26. Are fares no more than twice the fixed route fare?			
27. Is service provided within 3/4 mile of fixed routes?			
28. Are fares charged for Personal Care Attendants?			
29. Is service available during the same hours and days as fixed route?			
30 Does subscription service exceed 50 percent (unless there is non-subscription apacity)?			
Route Deviation Service. To be considered demand responsive, the service must deviate for the general public, not just persons with disabilities. If deviations are restricted to a group, the service ceases to be a form of demand-responsive service for the general public.			
31 Is general route deviation service open to the general public? Is route deviation service used as your method for demand-responsive service? If no, skip to question 28. If yes:			
a. Does the service deviate for people with and without disabilities?			
b. Is the service publicly advertised as route deviation service?			
32 . Does the service have characteristics similar to those of a demand responsive service? Examples include:			
a. Response time;			
b. Fares;			
c. Geographic area of service;			
d. Hours and days of service;			
e. Restrictions or priorities based on trip purpose;			
f. Availability of information and reservations capability; and			
g. Any constraints on capacity or service availability.	' Ц	' Ц	' Ц
Observation Check 3 staff should observe a minimum of one of the following sub-recipient functions. It is retransit agency be contacted prior to completing any of the following: Riding the service Observing transit agency reservation service Observing transit agency scheduling Observing transit agency dispatching Observing ADA complementary paratransit eligibility process Description of the observation results Comments:	ecommer	nded the	

9. TITLE VI

Complaints and Lawsuits	YES	NO.	NA
Are there complaint policies and procedures?			
Are procedures for filing complaints (organization name, phone numbers, etc.) and the procedures for filing complaints (organization name, phone numbers, etc.)			
3. Were any transit related lawsuits/complaints filed within the past year? If yes, does the review of lawsuits/complaints denote a pattern of discrimination? If yes, provide the following information:			
The date the lawsuit/complaint was filed			
The name and address of the complainant			
A summary of the allegation			
Are complaints documented and are they assigned to the appropriate transit telf for investigation?			
5. Do riders, employees, and applicants have the option to file a complaint with organizations other than the sub-recipient? If so, who:			. 🗆
What is the name and title of the person in the organization responsible for ensuring Civil Rights requirements are fulfilled? Name: Title Title			
Title VI Program	YES	NO N	A
Does the sub-recipient have a Title VI Program consisting of the following elements:			
Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents:			
a statement that the agency operates programs without regard to race, color, or national origin;			
 a description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations; 			
a description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient.			
Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)			
Title VI Complaint Form			

List of transit-related Title VI investigations, complaints, and lawsuits		П	
Public Participation Plan, including information about early and continuous outreach methods to engage minority and limited English proficient populations (LEP) in the identification of social, economic, and environmental impacts of proposed transportation decisions, as well as a summary of outreach efforts made since the last Title VI Program submission.			
Has the sub-recipient evaluated fare and major service changes and monitored insit service?			
	YES	NO	NA
Imited English Proficiency (LEP) In order to ensure meaningful access to programs and activities, transit providers shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide. Were the following Four Factors (e.g. Four Factor Analysis) used to determine which language		, 	
assistance services are appropriate? 1. The number or proportion of LEP persons eligible to be served or likely			
to be encountered by the program or recipient. 2. The frequency with which LEP persons come into contact with the program.			
The nature and importance of the program, activity, or service provided by			
the program to people's lives. 4. The resources available to the recipient for LEP outreach, as well as the			
costs associated with that outreach. 10. Are vital documents (schedules, brochures, etc.) provided in languages other than English? Examples of vital documents include an ADA complementary paratransit			
eligibility application, a Title VI complaint form, notice of a person's rights tinder	rtunities	new or	
eligibility application, a Title VI complaint form, notice of a person's rights tinder. Title VI, and other documents that provide access to essential services. 11. How are minority organizations/communities notified of public meetings, program opporation a change in service (i.e., hours of service, delivery points) using the media, city, and correpresentatives, etc.?).	rtunities uncil	, new or	
eligibility application, a Title VI complaint form, notice of a person's rights tinder Title VI, and other documents that provide access to essential services. 11. How are minority organizations/communities notified of public meetings, program opporate a change in service (i.e., hours of service, delivery points) using the media, city, and correpresentatives, etc.?). 12. EQUAL EMPLOYMENT OPPORTUNITY	YES		
eligibility application, a Title VI complaint form, notice of a person's rights under Title VI, and other documents that provide access to essential services. 11. How are minority organizations/communities notified of public meetings, program opporation a change in service (i.e., hours of service, delivery points) using the media, city, and correpresentatives, etc.?). 12. Complete the service of the sub-recipient employees 100 or more transit-related employees? If yes, has the reganization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year? If so, is there an EEC contract.	YES	B NO) NA
eligibility application, a Title VI complaint form, notice of a person's lights under Title VI, and other documents that provide access to essential services. 11. How are minority organizations/communities notified of public meetings, program opporation a change in service (i.e., hours of service, delivery points) using the media, city, and correpresentatives, etc.?). 12. Does the sub-recipient employees 100 or more transit-related employees? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year? If so, is there an abbreviated EEO program? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance or in excess of \$250,000 in planning assistance or in excess of \$250,000 in planning assistance in the capital or operating assistance or in excess of \$250,000 in planning assistance in the	YES	B NO) NA
eligibility application, a Title VI complaint form, notice of a person's lights under Title VI, and other documents that provide access to essential services. 11. How are minority organizations/communities notified of public meetings, program opporation a change in service (i.e., hours of service, delivery points) using the media, city, and correpresentatives, etc.?). 12. Does the sub-recipient employees 100 or more transit-related employees? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year? If so, is there an abbreviated EEO program? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance or in excess of \$250,000 in planning assistance or in excess of \$250,000 in planning assistance in the capital or operating assistance or in excess of \$250,000 in planning assistance in the	YES	S NO	
eligibility application, a Title VI complaint form, notice of a person's rights under Title VI, and other documents that provide access to essential services. 11. How are minority organizations/communities notified of public meetings, program opporations a change in service (i.e., hours of service, delivery points) using the media, city, and correpresentatives, etc.?). 12. Does the sub-recipient employees 100 or more transit-related employees? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year? If so, is there an abbreviated EEO program? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance or in excess of \$250,000 in planning assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year? 13. Does the abbreviated EEO program include the following elements?	YES	S NO	
eligibility application, a Title VI complaint form, notice of a person's rights under Title VI, and other documents that provide access to essential services. 11. How are minority organizations/communities notified of public meetings, program oppora a change in service (i.e., hours of service, delivery points) using the media, city, and co	YES	S NO) NA

Page 14

Assessment of Employees Practices

Ionitoring and Reporting	1 - 1		
Are the required posters/materials listed below placed in conspicuous places (lunch	D	П	П
oms, building entry, lobby, etc.) and made available to employees and applicants?	LP		ч
EEO Policy Statement	4		
Equal Employment Opportunity (EEO)	T _Q		
Family and Medical Leave Act (FMLA) of 1993	Q.		
Employee Polygraph Protection Act			
Fair Labor Standards Act (FLSA)	-	_	
there an EEO Program Plan in accordance with FTA Circular 4704.1 EEO and include the	e following	element	s:
Designation of personnel responsibilities	V		
Workforce Utilization Analysis			
Goals and timetables			
	W		
Assessment of past employment practices	TV	П	П
5.Proposed remedies for problem areas	T W	$\overline{\Box}$	
6.Monitoring and reporting system.	- AGO 1	ш	\perp
dentification of areas of underutilization), goals and timetables, an assessment of past emproposed remedies for problem areas, and a monitoring and reporting system. Indexutilization Analysis. The purpose of the utilization analysis is to identify those job	ployment pr	where	
dentification of areas of underutilization), goals and timetables, an assessment of past emproposed remedies for problem areas, and a monitoring and reporting system. Inderutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative appropriate that may have contributed to any underutilization or concentration.	categories v	where elevant	
dentification of areas of underutilization), goals and timetables, an assessment of past emproposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce	categories v	where elevant	
dentification of areas of underutilization), goals and timetables, an assessment of past emproposed remedies for problem areas, and a monitoring and reporting system. Inderutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis?	categories v	where elevant	labor
formal EEO Plan requires designation of personnel responsibilities, a workforce analysis dentification of areas of underutilization), goals and timetables, an assessment of past emproposed remedies for problem areas, and a monitoring and reporting system. **Juderutilization Analysis**. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any	categories v	where	nt
Intification of areas of underutilization), goals and timetables, an assessment of past emposed remedies for problem areas, and a monitoring and reporting system. Inderutilization Analysis. The purpose of the utilization analysis is to identify those job derutilization and/or concentration of women or minorities exist in relation to their available. It is also to establish the framework for goals and timetables and other affirmative apployment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? Were goals set in the previous submission met? If not, explain. In DRUG AND ALCOHOL PROGRAM	categories v	where elevant orrect	labor
Inderutilization of areas of underutilization), goals and timetables, an assessment of past emproposed remedies for problem areas, and a monitoring and reporting system. Inderutilization Analysis. The purpose of the utilization analysis is to identify those job inderutilization and/or concentration of women or minorities exist in relation to their available narket. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM	categories voility in the ractions to co	where elevant orrect	labor
dentification of areas of underutilization), goals and timetables, an assessment of past emproposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM Drug and Alcohol Policy 1. Does the sub-recipient have a board-adopted drug and alcohol misuse policy?	categories voility in the ractions to co	where elevant orrect	labor
dentification of areas of underutilization), goals and timetables, an assessment of past emproposed remedies for problem areas, and a monitoring and reporting system. Jinderutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce	categories voility in the ractions to co	where elevant orrect	labor

Comments:

Do contractors and subcontractors with safe sensitive employees have drug and alcohol			V
sting programs?	<u> </u>	\neg	
. Does the drug policy contain the following information:	M	++	H
Approval by governing board or other "final authority" for the subrecipient	М	\perp	님
Identity of contact person, office, or position	V	4	4.
Employee categories to be tested – safety sensitive positions	1	4	Н-
Prohibited behavior			Н-
Testing circumstances			H
Testing procedures – consistent with 49 CFR 40, as amended	A .	H	<u> </u>
Required participation by employee	V	님	井
Behavior that constitutes refusal to submit to a test	4	H	+
Consequences for an employee who has a verified positive test result	191	ᆜᅱ	ᆜ
Consequences for an employee found to have an alcohol concentration of 0.02 or greater, but less than 0.04			
Any program elements in addition to those required by FTA defined			
Does the sub-recipient maintain drug and alcohol program records in a secure	TY		
ocation with controlled access?		-	
9. Was drug awareness program performed in the past year?	Ч		
10. Are drug test records maintained for specified period?			
Do all medical review officers, substance abuse professionals, breath alcohol echnicians, and collectors in the drug and alcohol testing program have the required ualifications?	ď	·	
Have contractors, lessees, and subcontractors with safety-sensitive employees filed annual MIS reports with the recipient? Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient?	V		
Drug-Free Workplace	YES	NO	NA
11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace	V	Ш	
Comments:	7-20-		
12. Is it distributed periodically to all employees?	1	\sqcup	<u> </u>
13. Does the sub-recipient have an on-going drug awareness program?	1 4		L
14. Does the sub-recipient ensure that all covered employee receive the required 60			
minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse?	g DY		
16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored?			
Comments:			<u>.</u>
17. Have employees been notified of the dangers of drug abuse and any available	V)		
drug counseling, rehabilitation, and employee assistance programs? 18. Have they been notified of their responsibility to report any criminal drug statute	- V		E
conviction for a violation occurring in the workplace to the sub-recipient within five days?			
Comments:			

9. Has the sub-recipient notified employees of the sanctions that they might be subject to or violation of the Drug-Free Workplace requirements?			
Collection Sites	YES	NO	NA
Does the sub-recipient have on file the qualifications for the following:			
A) Medical Review Officers (MROs)	Q		
B) Substance Abuse Professionals (SAPs)	Ī		[
C) Screening Test Technicians (STTs) Breath Alcohol Technicians (BATs)	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		
D) Collectors			

12. SAFETY AND SECURITY - 5307 Sub-recipient

	YES	NO	NA
Security Expenditures	П	П	াপ
Does the sub-recipient utilize one percent of its Section 5307 expenditures for transit security? If no, please explain why funds are not used for this purpose.			
2. Does the sub-recipient keep a log of all safety and security assets?			M
Does the sub-recipient keep a log of all safety and security assets?			

13. PUBLIC COMMENT ON FARE INCREASES AND MAJOR SERVICE REDUCTIONS

	YES	NO	NA
Does the sub-recipient have written procedures on fare increases or major services reductions?			T.
 Has the sub-recipient increased fares or had any major service reductions since the last review? 	е 🗆		W
If yes, did the sub-recipient follow its public comment procedures on fare increases and major service reductions (request copies of public notices related to fare increases and major service reductions).			Ø



Puerto Rico Highway and Transportation Authority (PRHTA) Oversight REVIEW CHECKLIST

GENERAL INFORMATION Sub-recipient Name: Munu cipulity ☐ Section 5311 □ Both □ Other Funding Source: ☐Section 5307 Sub-recipient Representative: Juhin Kuing personnel conducting compliance visit: Norma J. Gaula Date of compliance visit: ORGANIZATIONAL Brief description of Sub-recipient Service: JA IU: 40197 NTD ID: 4745 DUNS #: 90594631

1.0 Overview The PRHTA is responsible for monitoring sub-recipients and

contractors to ensure that all fiscal, federal, and programmatic responsibilities are fulfilled. The purpose of this Compliance Review report is to provide an internal control mechanism designed to review performance over a period of time and to evaluate compliance of sub-recipients and contractors funded with federal funds. Monitoring also allows jurisdictions to provide technical assistance to help subrecipients and contractors comply with applicable laws and regulations, improve technical skills, increase capacity and stay updated on regulations.

____ Intermodal – Transit Division will be responsible for monitoring sub-recipients and contractors no less than twice per contract year and more often should it be necessary.

The review will include a physical on-site visit at the location where the sub-recipients and contractors maintain the project records.

Areas for monitoring sub-recipients and contractors shall include:

- 1. Legal
- Technical Capacity
- 3. Financial Management
- 4. Procurement
- 5. DBE
- Satisfactory Continuing Control
- 7. Maintenance Program

- 8. ADA
- 9. Title VI
- 10. Equal Employment Opportunity
- 11. Drug and Alcohol Program
- 12. Safety and Security
- 13. Public Comment

Citation References. The _____ public transportation program operates under transit provisions including, but not limited to the following:
Federal Transit Administration (FTA): www.fta.dot.gov/
Code of Federal Regulations (CFR): www.access.gpo.gov/nara/cfr/cfr-table-search.html
United States Code (USC): www4.1aw.cornell.edu/uscode/

Process. The Compliance Monitoring and Site Visit process include the following:

- Pre-Site Visit Activities: A copy of the document checklist and the Compliance Monitoring Questionnaire
 will be sent to sub-recipients prior to the scheduled site visit. Sub-recipients will be asked to submit
 certain documents in advance as part of the desk review. PRHTA Staff will review this
 documentation prior to the on-site compliance monitoring site/visit.
- Entrance Interview: The entrance interview conveys the purpose and focus of the visit and to inform the sub-recipient of specific tasks to be completed during the visit, specifically activities outlined on the Compliance Questionnaire.
- Compliance Monitoring: PRHTA staff will conduct on on-site visit to verify that documentation, policies and procedures supports the reviewer's observations and conclusions.
- Exit Interview: The exit interview provides PRHTA and the sub-recipient an opportunity to review findings and/or provide the necessary recommendations to improve the administration of program(s).

REVIEW AREAS

1 LEGAL

YES	NO N	A
Image: section of the content of the		
V		
Ø		
Q		
	Ø Ø	

2 TECHNICAL CAPACITY

Sub-recipient Oversight	YES	NO NA	
Determine if the sub-recipient is eligible to receive assistance under federal award programs.:			
 □ Private non-profit organizations; ☑ State or local governmental authorities; and □ Operators of public transportation services 	15		
2. Is there a signed lobbying certification on file from sub-recipients entering into agreements exceeding \$100,000?		Ø	
 Was the sub-recipient ever suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurement before entering into agreements exceeding \$25,000? (Check SAM, Collect certification) 		d	
4.Is sub-recipient compliant with federal requirements and performance goals, and provide for evaluation of sub-recipient risk of noncompliance with those requirements?		D/	
Comments:			
Project Management - (TPO)	YES	NO N	4
5.Does the sub-recipient provide administrative and management oversight of project implementation?	W.		
6. Does the sub-recipient monitor activities (technical inspection and supervision of construction project, technology project, planning projects) under the award to assure schedules are met and other performance goals are achieved? Has the sub-recipient maintain project work schedules? Does sub-recipient ensure conformity to applicable statutes, codes,	6		

what is the sub-recipient process for determining the applicability of, and ensuring compliance with, all Federal requirements?	B		
Are sub -recipient expenditures within the latest approved award budget? If projects are not on budget, what are the reasons justified in writing?			Image: Control of the
Are there transit management or service contractors ? If <u>ves</u> , are there written policies, procedures and plans that address the following:			
Site visit checklist(s)/reports, Vehicle/facility checklist reports applicable to FTA requirements.	V		
Standardized monitoring forms/processes that are consistent with FTA/ Timely notification on any significant issues follow up on findings and improvement Identification of the individual responsible for conducting the monitoring	면 다		
6. Is the sub-recipient using force account labor for any FTA-funded capital project, did it comply with FTA requirements?		山	
Comments:			
Award Management	YES	NO N	IA
7. Has the sub-recipient submitted milestone progress reports (MPRs)?	U		
R. Haw often is the sub-recipient required to submit MPRs? (Vuculty)			
Does the MPR contain a narrative of activity status and any problems encountered in implementation, specification preparation, bid solicitation, resolution of protests, or third-party contract awards?	□ ·		
10. If there were schedule changes, is there: • An explanation of why scheduled milestones or completion dates were not met? • Identification of problem areas and a narrative on how the problems will be solved? • A discussion of the expected impacts and the efforts to recover from the delays?			
11. Does the recipient ensure timely expenditure of funds and close out of awards?	Q-		
Comments:			
3. FINANCIAL MANAGEMENT			
	YES	N	N C
 Does sub-recipient meet A- 133 threshold of \$750,000 across all Federal Programs? (If No, please skip to question 4 or 5 depending on program) 		[] [

Does the sub-recipient have comprehensive policies and procedures in place for managing awards and internal control? Does the policies and procedures address internal

control practices to prevent waste, loss and misuse of federal funds? Have policies and procedures been updated to reflect any changes to federal regulatory requirements?

. Has the sub-recipient conducted the required Single Audit, and submitted to?			
en? Choose date from calendar fy 2019 (Litiz, Rivers and Co.			
If there were findings in audits related to FTA or US DOT programs, was a copy of the udit and the SF-SAC submitted to the FTA regional office?		e e	
If there were findings associated with the audit, has the sub-recipient completed a corrective ction plan?	^{/e} □		
. Has a 3 yrs – or longer financial plan been submitted to? (5307 Program only)	- 🗆		V
.Does the sub-recipient have financial resources to provide local share? Is the mount eligible for operating assistance calculated in compliance with FTA guidance?			
. Does the recipient receive operating assistance from FTA? Do amounts for which eimbursement is sought exclude ineligible costs?			
. Has the sub-recipient complied with requirements for charging indirect costs o FTA awards?	Ø		
O.Does the sub-recipient charge indirect costs using the de minimus rate?		U	
11.Does the sub-recipient have an approved CAP and/or ICRP?			
12.Was the annual CAP and/or ICRP proposal submitted to the cognizant agency in accordance with the agency's requirements?			V
13. Are requests for reimbursements reviewed to ensure that only allowable expenses have been submitted?			V
Comments:			

YES	NO	NA
	닏	
14	Ш	
U		
D.		
M	14	닏
LY		닏
Ш		
		\sqcup
YES	NO	NA

Does the recipient conduct oversight of third party contractors to ensure			
performance in accordance with contract terms? If the recipient awarded revenue contracts during the review period did it use a competitive process for the award, as applicable?			
Did the recipient approve, evaluate, and document change orders to procurements?			
Are contracts limited to five years for any rolling stock or replacement parts? Were any rolling stock or repair parts purchased? If yes, are term limits for each of these contracts less than or equal to five years?			
Were any other goods or services purchased? If yes,			
If the sub-recipient used micro-purchase procedures, was it done in accordance with requirements? b. If the sub-recipient used small purchase procedures, was it done in accordance			
with requirements? c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements?			
d. If the sub- recipient used competitive proposal procedures, was it done in accordance with requirements? e. Did the sub-recipient include written justification of any non-competitive or sole			
f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source?			-
10. It a cost or price analysis performed in connection with every procurement?			ᆜ
11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)?			Ш
 Did the recipient base the quantity or amount of options on its reasonably 			
foreseeable need? 13. Did the recipient evaluate option prices included in solicitations prior to contract			
award?	YES	NO	NA
FTA Required Clauses 9 .Did the sub-recipient include applicable federal clauses in FTA-funded procurements			V
exceeding the micro-purchase limit and construction contracts over \$2,000? 10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000?			Z
11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?			V
E DDE	•		
5. DBE Disadvantaged Business Enterprise (DBE)	YES	NO	N/

95		
Did the organization receive more than \$250,000 in federal funds? If yes, did the ub-recipient submit a DBE Program for approval? Does the DBELO have direct and independent access to the CEO?	Ø	
2.Was a Semi-Annual Form "Uniform Report of DBE Awards completed and forwarded to the district by the prescribed reporting period? Reporting Period: May 15 (Oct. 1 - Mar 31) and Nov. 10 (April1 -Sept. 30). Are the uniform reports completed accurately?	ď	
3. For each of the past three completed Federal fiscal years, if the sub-recipient's DBE achievements (based on contract awards) were below the overall goal for the applicable year, did the sub-recipient complete the required shortfall analysis and corrective action plan?		
 Can documentation ("good faith efforts") be presented that DBE's have had the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with FTA funds? Examples of Good Faith Efforts include, but not limited to: Ensuring DBE's are aware of contracting opportunities by advertising for DBE on your website, focus groups, meetings, news, events, journals, etc.; Soliciting disadvantaged businesses by fax, e-mail, and telephone; and Documenting proof of all good faith outreach performed by DBE Good Faith on your behalf 	Ø	
Has the sub-recipient certified that they have visited the work site and to ensure that work committed to DBEs is actually performed by DBEs? (49 CFR 26.37)	Ø	
Did the sub-recipient submit its goal on time? Has the recipient implemented steps to meet the maximum feasible portion of its overall goal race-neutrally?	Ú	
Comments:		

6. Satisfactory Continuing Control

YES	NO	NA
Ø		
		ď
Ø		
		☑ .
V		
W		
Ŋ		
		Q

ventory				YES I	10	
When was the last physic:	al inventory completed? Date	: Choose date from o	alendar			
Wilell was the last physics	Sebruary 2022)				
Have there been any cha	anges to the status of real pro	perty and/or equipm	ent since			
the last physical inventor	ry? If yes, was notified I	n writing?				
. Was an accurate invent	tory list been provided to	as per checklist?		ď		
. Does sub-recipient mee	t the mandatory spare ratio o	f 20%? (If greater th	an 50	П		V
			1	-	_	ATTENDED.
vehicles?) Spar	re Ratio = Total Peak Hour V	enicie Requirement	opare vonicies			
		*				
7. MAINTENANC	E PROGRAM				.,	
				YES	NO	NA
Doos the sub-recipient h	nave a written maintenance pl	an for FTA-funded a	ssets	V	П	П
Vehicles, facilities, and e	quipment) that includes:			. تعا		-
	maintenance inspections and	scheduled services				
including wheelchair l	ifts, ramps, kneeler, public a	address systems, vo	oice	V		
annunciation systems	s, specific mission critical an	d safety items				_
Warranty complian				V		
Provisions for wheel	l-chair lifts and other accessil	ble equipment		V	14	닏
	aintenance resources			D'		
	enance subcontractors					
Vahiala Inspections an	nd Checklists – staff will	inspect maintenanc	e logbooks with s	ervice		
2. Venicle inspections an	fleet size) and respond to qu	uestions 13-17 outlin	ed below.			
schedules (Daseu Oli						
schedules (based of			nspection Summary	,	-	7
			nspection Summary			7
	ion Sample Size				9	1
Inspect Floet size	tion Sample Size Log Books Inspected		nspection Summary	ense Plate	9	
Inspect	Log Books Inspected	Inspected Logs	Vehicle Lie	cense Plate	9	
Inspect Floet size	tion Sample Size Log Books Inspected	Inspected Logs 1 2	nspection Summary Vehicle Lice	cense Plate	Э	
Floet size	Log Books Inspected	Inspected Logs	Vehicle Lie	cense Plate	Ð	
Floet size 1-5 6-15	Log Books Inspected 1 2	Inspected Logs 1 2	Vehicle Lie	conse Plate	9	
Fleet size 1-5 6-15 16+	Log Books Inspected 1 2 3 s conducted?	Inspected Logs 1 2 3	Vehicle Lie Wul- 1932	conse Plate	•	
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspections	Log Books Inspected 1 2 3 s conducted? scribe the inspection procedu	Inspected Logs 1 2 3	Vehicle Lie Wul- 1932	conse Plate	9	
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspections 4. Does the PM plan deserted inspection of servers.	Log Books Inspected 1 2 3 s conducted? scribe the inspection procedu	Inspected Logs 1 2 3	vehicle Lid Which 1932	2 3	0	
Floet size 1-5 6-15 16+ 3. Are pre-trip inspections 4. Does the PM plan desthe inspection of serv 5. Does the schedule i	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduricing checklist? indicate when (according to n	Inspected Logs 1 2 3	vehicle Lid Which 1932	conse Plate	•	
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspections 4. Does the PM plan detended in the inspection of servents. 5. Does the schedule in service is scheduled.	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to not obe performed?	Inspected Logs 1 2 3 Irres for each item lise nileage or time) each services were performance.	vehicle Lid You - 1932 You - 1932 ted on	2 3		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspections the inspection of service is scheduled for the schedule independent of the inspection of service is scheduled for the schedule independent of	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to not be performed? dicate the date/mileage when extended to give the service.	Inspected Logs 1 2 3 Irres for each item lise inileage or time) each services were perforable and pre-tr	vehicle Lie Wu- 1932 Wu - 1932 led on med?	Scense Plate		
Floet size 1-5 6-15 16+ 3. Are pre-trip inspections 4. Does the PM plan detension of service is scheduled service is scheduled for the schedule independent of the checklist compare with the schedule independent of the sche	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to not be performed? dicate the date/mileage when intenance log with the service then a service was due vs. when	Inspected Logs 1 2 3 Irres for each item lise inite age or time) each services were performent service was performent service was performent.	vehicle Lie Wu- 1932 Wu - 1932 led on med?	Scense Plate		
Floet size 1-5 6-15 16+ 3. Are pre-trip inspections 4. Does the PM plan detension of service is scheduled service is scheduled for the schedule independent of the checklist compare with the schedule independent of the sche	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to not obe performed?	Inspected Logs 1 2 3 Irres for each item lise inite age or time) each services were performent service was performent service was performent.	vehicle Lie Wu- 1932 Wu - 1932 led on med?	Scense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspections 4. Does the PM plan detension of service is scheduled is service is scheduled for the inspection of service is scheduled for the schedule ind for the correlation reasons.	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduricing checklist? indicate when (according to not be performed? dicate the date/mileage when intenance log with the service hen a service was due vs. who mable? (10 percent +/-) Was the	Inspected Logs 1 2 3 Irres for each item lise Inspected Logs 1 2 3 Irres for each item lise	vehicle Lie Wu- 1932 Wu - 1932 led on med?	Scense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspections the inspection of service is schedule in service is schedule independent of the correlation reason.	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduvicing checklist? indicate when (according to not be performed? dicate the date/mileage when intenance log with the service hen a service was due vs. who mable? (10 percent +/-) Was the pursued prior to seeking reim	Inspected Logs 1 2 3 Irres for each item lise Inspected Logs 1 2 3 Irres for each item lise Irres for each item lise	vehicle Lie Yul- 1932 Yul- 1932 led on med? ip inspection ormed. Is	Scense Plate		
Fleet size 1-5 6-15 16+ 3. Are pre-trip inspections the inspection of service is schedule in service is schedule independent of the correlation reason.	Log Books Inspected 1 2 3 s conducted? scribe the inspection proceduricing checklist? indicate when (according to not be performed? dicate the date/mileage when intenance log with the service hen a service was due vs. who inable? (10 percent +/-) Was the pursued prior to seeking reiming the system for identifying and	Inspected Logs 1 2 3 Irres for each item lise Inspected Logs 1 2 3 Irres for each item lise Irres for each item lise	vehicle Lie Yul- 1932 Yul- 1932 led on med? ip inspection ormed. Is	Scense Plate		

9. When a lift is discovered to be inoperative, is the vehicle out of service and repaired before the beginning of the vehicle's next service day? If there is no spare vehicle available to take the place of a vehicle with an inoperable lift, entity may keep the vehicle in service with an inoperable lift for no more than five days (if the entity serves an area of 50,000 or less population) or three days (if the entity serves an area of over 50,000 population) from the day on which the lift is discovered to be inoperative. CFR Part 37.163	Q'		
Facility/Equipment Inspection	YES	NO	NA
 10. Was a facility/equipment/real property purchased using FTA/ funds? If yes, is there a facility/equipment maintenance program that include: a. An organization and assignment of responsibility for facility and equipment maintenance, and b. A series of inspections and routine maintenance actions designed to ensure proper care and maximize useful service life of facilities and equipment, and c. A record-keeping system that maintains adequate permanent records of maintenance and inspection activity for buildings and equipment. 	ର୍ଘ		
Maintenance Resources	YES	NO I	NA
11. Does the maintenance plan address the following?			
Goals and objectives	V		
Adequate resources (Organizational structure, staffing levels, training, experience)			
Performance reports/maintenance management reporting system	V		
Maintenance Review			
প্রিধাম staff will conduct random maintenance inspection of buses to ensure proper functionality.	1		

General Vehicle Condition Checklist (use only) BUS #	
1. Exterior condition (Paint Condition / Body Damage / Cleanliness) □ Excellent □ Good □ Fair □ Poor Attention Comments:] Needs Immediate
2. Lights, Mirrors, Glass (Breaks, Cracks, Not Functioning Lights) ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention	Needs Immediate
Comments: 3. Interior (Upholstery, Safety Belts, Floor, Door Operation, Lights, Cleanlin Excellent Good Fair Poor Attention	ess) Needs Immediate
Comments:	
Engine Running (Difficulty Starting, Excessive Noise, Visible Exhaust, Notation than diesel exhaust), Evidence of Oil Leaks on Ground □ Excellent □ Good □ Fair □ Poor Attention	oticeable Odors (other Needs Immediate
Comments:	
5. Tires (Visibly worn, Sidewall Cuts or Cracks, Appear Under Inflated) ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention	☐ Needs Immediate
Comments:	
6. Wheelchair Lift / Ramp (Operates Properly, No Exposed Hazards, Clea ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention	nliness) Needs Immediate
Comments:	

. PA System/ Voice Annunciation system ☐ Excellent ☐ Good ☐ Fair	(Operates Properly)	□ Nee	eds Immediate
ttention			
Comments:			7.80
		25	
. Safety (loose items in driver and passer	nger compartment, etc.))	\$
		- 89	
Comments:	t		.
12			€
		-43	
The a selection of the	lution check occut	is attached a	1-the
		ys octivities w	1 7.00
and of this check hist			48
			-
			· · · · · · · · · · · · · · · · · · ·
	1		
		-	
**		•	

8. ADA

V		
V		-
	V	
V		
		~
V		
V		
-		

ecurement, Lift, Availability and Access	YES	NO	NA
. Does the sub-recipient accommodate individuals who rely on accessible equipment	М		П
nen that equipment is inoperative?			
there a policy that covers the securement of mobility devices?			
Are publicized services made in accessible formats (i.e., large print, TOO, Braille,	Ū∕		Ш
dio tape)? How does the sub-recipient honor the request for accessible formats?	, ·		П
Is there a written policy on service animals?	4	H	П
Is adequate time allotted for the embarking and disembarking of passengers?	14	H	П
Is the lift/kneel feature functional?	-	<u> </u>	Ц_
aining and Service Equivalency	YES I	NO NA	1
Is training provided to agency personnel and subcontractors for the safe operation of vehicles, accessibility equipment, and the proper treatment of persons with disabilities? Number of staff trained this year:			
Jsing the same type of service (i.e., fixed route, paratransit, demand response), is the fare and service provided to a disabled passenger the same as the fare that is			l 区
charged to a non-disabled passenger?		П	V
Are trips prioritized for any purpose?	- L		Tu/
). Are fares charged for Personal Care Attendants?	Ш		LEI
How does the sub-recipient ensure there is no pattern or practice of trip denials? ntimely pick-ups? Missed trips? Excessively long trips? I			
2 How are trip denials recorded?	[J	1 110	NIA.
acillties Insurance -CP 200021415	YES	NO	NA
3 Does the facility(s) have at least one accessible entrance?		H	H
4 Are bathrooms and water fountains provided and accessible?	L		H
5 Are public and common use areas accessible?	کلا		닏
6 Have any facilities been constructed or modified? If yes, were the modifications in coordance with 49 CFR Part 37, "ADA Accessibility Guidelines?"			Ø
ADA - Complementary Paratransit	YES	NO I	NA.
7. Is the sub-recipient a fixed route service provided? If no, skip questions 15-25. If yes, do you have a Complementary Para-transit Plan? When was the plan updated? Choose date from calendar		Ø	
8 Does the recipient provide ADA complementary paratransit service to out-of-town isitors?			Q
19 If the recipient has a no-show/late cancellation policy for ADA complementary paratransit service, does it meet the ADA complementary paratransit service requirements?		D	
The state of service to ADA paretrapsit plinible			
20 Does the recipient limit the availability of service to ADA paratransit eligible	V		
individuals? 21 Does the sub-recipient's eligibility determination process meet ADA complementary	Ų		
paratransit service requirements?	1		-
Page 11	V		

/			- 1
3. Is there an appeals process? Does the process allow the applicant the opportunity to be heard and to present	Q		
formation?	\(\overline{\pi}\)		
24. Is next day service provided? 25. Are trips scheduled within one hour of the requested trip time?	Q'		
26. Are fares no more than twice the fixed route fare?			V
27. Is service provided within 3/4 mile of fixed routes?		V	
28. Are fares charged for Personal Care Attendants?	\Box		M
29. Is service available during the same hours and days as fixed route?			V
30 Does subscription service exceed 50 percent (unless there is non-subscription apacity)?	Ш		[N
Route Deviation Service. To be considered demand responsive, the service must deviate for the general public, not just persons with disabilities. If deviations are restricted to a group the service ceases to be a form of demand-responsive service for the general public.		100	~
31 Is general route deviation service open to the general public? Is route deviation service used			
s your method for demand-responsive service? If no, skip to question 28. If yes:		-	-
a. Does the service deviate for people with and without disabilities?	N N	부	1
b. Is the service publicly advertised as route deviation service?	V	\perp	1 -
32 . Does the service have characteristics similar to those of a demand responsive service? Examples include:	12		
a. Response time;	W.	1 1	
b. Fares;	M		
c. Geographic area of service;	M		
d. Hours and days of service;			
e. Restrictions or priorities based on trip purpose;	V		
f. Availability of information and reservations capability; and	V		
g. Any constraints on capacity or service availability.	V		
Observation Chark			
3 MMA staff should observe a minimum of one of the following sub-recipient functions. It is transit agency be contacted prior to completing any of the following: Riding the service Observing transit agency reservation service Observing transit agency scheduling Observing transit agency dispatching Observing ADA complementary paratransit eligibility process Description of the observation results Comments:	recomme	nded th	e

9. TITLE VI

	YES	NO	NA
Complaints and Lawsuits	M	П	
Are there complaint policies and procedures?		=	
Are procedures for filing complaints (organization name, phone numbers, etc.)			Ш
readily accessible to riders, employees, and applicants? 3. Were any transit related lawsuits/complaints filed within the past year? If yes, does the review of lawsuits/complaints denote a pattern of discrimination? If yes, provide the following information:		U	
The date the lawsuit/complaint was filed			
The name and address of the complainant			
A summary of the allegation			
Are complaints documented and are they assigned to the appropriate transit	Ø		
5. Do riders, employees, and applicants have the option to file a complaint with organizations other than the sub-recipient? If so, who: 6. What is the name and title of the person in the organization responsible for ensuring	. □⁄		
Civil Rights requirements are fulfilled?			
Name: Title_Hull (All 1 Associates			
Name:	YES	NO N	A
Name:	YES	NO N	A
Title VI Program 8. Does the sub-recipient have a Title VI Program consisting of the following elements: • Title VI Notice to the Public, including a list of locations where the notice is	YES	NO N	A
Title VI Program 8. Does the sub-recipient have a Title VI Program consisting of the following elements: • Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents: 1. a statement that the agency operates programs without regard to race,		NO N	
Title VI Program 8. Does the sub-recipient have a Title VI Program consisting of the following elements: • Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents: 1. a statement that the agency operates programs without regard to race, color, or national origin; 2. a description of the procedures that members of the public should follow in	<u> </u>	NO N	
Title VI Program 8. Does the sub-recipient have a Title VI Program consisting of the following elements: • Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents: 1. a statement that the agency operates programs without regard to race, color, or national origin; 2. a description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations; 3. a description of the procedures that members of the public shall follow in	<u> </u>	NO N	
Title VI Program 8. Does the sub-recipient have a Title VI Program consisting of the following elements: • Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents: 1. a statement that the agency operates programs without regard to race, color, or national origin; 2. a description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations;		NO N	

the Complete and lawsuits	ПТ		V
List of transit-related Title VI investigations, complaints, and lawsuits	-	-+	
Public Participation Plan, including information about early and continuous outreach methods to engage minority and limited English proficient populations (LEP) in the identification of social, economic, and environmental impacts of proposed transportation decisions, as well as a summary of outreach efforts made since the last Title VI Program submission.			Image: section of the
Has the sub-recipient evaluated fare and major service changes and monitored ansit service?			V
imited English Proficiency (LEP)	YES	NO	NA
In order to ensure meaningful access to programs and activities, transit providers shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide. Were the following Four Factors (e.g. Four Factor Analysis) used to determine which language			Ø
assistance services are appropriate? 1. The number or proportion of LEP persons eligible to be served or likely			Ø
to be encountered by the program or recipient. 2. The frequency with which LEP persons come into contact with the program.			V
The frequency with which EEP persons come into contact that are program. The nature and importance of the program, activity, or service provided by the program to people's lives.			Ø
 The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach. 			Ø
10. Are vital documents (schedules, brochures, etc.) provided in languages other than English? Examples of vital documents include an ADA complementary paratransit eligibility application, a Title VI complaint form, notice of a person's rights under Title VI, and other documents that provide access to essential services.			Image: second control of the control
 How are minority organizations/communities notified of public meetings, program oppo a change in service (i.e., hours of service, delivery points) using the media, city, and co representatives, etc.?). EQUAL EMPLOYMENT OPPORTUNITY 	uncii	3	. 40
	YES	NO	NA
. Does the sub-recipient employees 100 or more transit-related employees? If yes, has the rganization received in excess of \$1 million in capital or operating assistance or in excess f \$250,000 in planning assistance in the previous federal fiscal year? If so, is there an EEO rogram?	v		
. Does the sub-recipient employees 50-99 transit-related employees? If so, is there an bbreviated EEO program? If yes, has the organization received in excess of \$1 million in apital or operating assistance or in excess of \$250,000 in planning assistance in the revious federal fiscal year?			
Does the abbreviated EEO program include the following elements?	157		
Statement of Policy	M	ᆜᆜ	

Page 14

Policy Dissemination Plan

Designation of Personnel Responsibility
 Assessment of Employees Practices

Are the required posters/materials listed below placed in conspicuous places (lunch oms, building entry, lobby, etc.) and made available to employees and applicants?		_	ш
oms, building entry, lobby, etc.) and made available to employees and applicanted	Q	· 🗆	
EEO Policy Statement	V		
Equal Employment Opportunity (EEO)	V		
Family and Medical Leave Act (FMLA) of 1993	V		
Employee Polygraph Protection Act			
Foir Labor Standards Act (FLSA)	V		
there an EEO Program Plan in accordance with FTA Circular 4704.1 EEO and include the	ne following	element	s:
Designation of personnel responsibilities			
Workforce Utilization Analysis	D.		
Goals and timetables			
Assessment of past employment practices	Q'		
5.Proposed remedies for problem areas	V		
6.Monitoring and reporting system.	V		
Oroposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availation and the state of the formal state of the state of	Dility III tile	elovant	labor
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availa market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any	actions to c	elovant	labor
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availa market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce	actions to c	elovant	labor
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availa market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any	actions to c	elovant	labor
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availa market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis?	actions to c	elovant	labor
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availal market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments:	actions to c	correct	
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availal market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM Drug and Alcohol Policy 1. Does the sub-recipient have a board-adopted drug and alcohol misuse policy?	actions to d	correct	
Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availal market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments:	actions to d	correct	

Do contractors and subcontractors with safe sensitive employees have drug and alcohol			
sting programs?		\Box	П
Does the drug policy contain the following information: Approval by governing board or other "final authority" for the subrecipient	H	H	Ħ
		$\overline{\Box}$	$\overline{\Box}$
Identity of contact person, office, or position	片	- -	H
Employee categories to be tested – safety sensitive positions	H +	H	Ħ
Prohibited behavior	H	H	H
Testing circumstances	H	H	H
Testing procedures consistent with 49 CFR 40, as amended	H		Ħ
Required participation by employee	H	H	H
Behavior that constitutes refusal to submit to a test	H	H	Ħ
Consequences for an employee who has a verified positive test result	H	H	+
Consequences for an employee found to have an alcohol concentration of 0.02 or greater, but less than 0.04			
Any program elements in addition to those required by FTA defined			Ц
. Does the sub-recipient maintain drug and alcohol program records in a secure ocation with controlled access?			
. Was drug awareness program performed in the past year?			
Was drug awareness program performed in the past year? O. Are drug test records maintained for specified period?	П		
Do all medical review officers, substance abuse professionals, breath alcohol			
chnicians, and collectors in the drug and alcohol testing program have the required ualifications?			
2. Have contractors, lessees, and subcontractors with safety-sensitive employees filed noual MIS reports with the recipient? ave subrecipients with safety-sensitive employees filed annual MIS reports with the ecipient?			
Free Markelana	YES	NO	N
rug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace	V		
Comments:	1		
		ГП	ТГ
12. Is it distributed periodically to all employees?	D.	1 17	17
13. Does the sub-recipient have an on-going drug awareness program?	1 33 3	+=	1 -
14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training?			
ninutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse?	d		
16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored?	Ø		I
Comments:			
17. Have employees been notified of the dangers of drug abuse and any available			
drug counseling, rehabilitation, and employee assistance programs? 18. Have they been notified of their responsibility to report any criminal drug statute conviction for a violation occurring in the workplace to the sub-recipient within five days?	Ø		
Comments:			

9. Has the sub-recipient notified employees of the sanctions that they might be subject to or violation of the Drug-Free Workplace requirements?	VEC	NO	NA
Collection Sites	YES	NO	IVA
Does the sub-recipient have on file the qualifications for the following:			
A) Medical Review Officers (MROs)			
B) Substance Abuse Professionals (SAPs)	U		L
C) Screening Test Technicians (STTs) Breath Alcohol Technicians (BATs)			
D) Collectors	V		
D) Collectors			

12. SAFETY AND SECURITY - 5307 Sub-recipient

	YES	NO	NA
Security Expenditures 1. Does the sub-recipient utilize one percent of its Section 5307 expenditures for			Ø
Does the sub-recipient utilize one performance transit security? If no, please explain why funds are not used for this purpose. Does the sub-recipient keep a log of all safety and security assets?		□.	V

13. PUBLIC COMMENT ON FARE INCREASES AND MAJOR SERVICE REDUCTIONS

	YES	NO	NA
Public Comment 1. Does the sub-recipient have written procedures on fare increases or major			Ø
services reductions? 2. Has the sub-recipient increased fares or had any major service reductions since the			Ø
In the sub-recipient follow its public comment procedures on fare increases and major service reductions (request copies of public notices related to fare increases and major service reductions).			Ą



Puerto Rico Highway and Transportation Authority (PRHTA) Oversight REVIEW CHECKLIST

GENERAL INFORMATION Sub-recipient Name: Munrupalidu Ogradula ☐ Other_ Funding Source: ☐Section 5307 ☐ Section 5311 □ Both Bivera Sub-recipient Representative: Vivian personnel conducting compliance visit: Morma d. Youka Date of compliance visit: ORGANIZATIONAL Brief description of Sub-recipient Service:

1.0 Overview The PRHTA is responsible for monitoring sub-recipients and

contractors to ensure that all fiscal, federal, and programmatic responsibilities are fulfilled. The purpose of this Compliance Review report is to provide an internal control mechanism designed to review performance over a period of time and to evaluate compliance of sub-recipients and contractors funded with federal funds. Monitoring also allows jurisdictions to provide technical assistance to help subrecipients and contractors comply with applicable laws and regulations, improve technical skills, increase capacity and stay updated on regulations.

____ Intermodal – Transit Division will be responsible for monitoring sub-recipients and contractors no less than twice per contract year and more often should it be necessary.

The review will include a physical on-site visit at the location where the sub-recipients and contractors maintain the project records.

Areas for monitoring sub-recipients and contractors shall include:

- 1. Legal
- 2. Technical Capacity
- 3. Financial Management
- 4. Procurement
- 5. DBE
- Satisfactory Continuing Control
- 7. Maintenance Program

- 8. ADA
- 9. Title VI
- 10. Equal Employment Opportunity
- 11. Drug and Alcohol Program
- 12. Safety and Security
- 13. Public Comment

Citation References. The _____ public transportation program operates under transit provisions including, but not limited to the following:
Federal Transit Administration (FTA): www.fta.dot.gov/
Code of Federal Regulations (CFR): www.access.gpo.gov/nara/cfr/cfr-table-search.html
United States Code (USC): www4.1aw.cornell.edu/uscode/

Process. The Compliance Monitoring and Site Visit process include the following:

- Pre-Site Visit Activities: A copy of the document checklist and the Compliance Monitoring Questionnaire
 will be sent to sub-recipients prior to the scheduled site visit. Sub-recipients will be asked to submit
 certain documents in advance as part of the desk review. PRHTA Staff will review this
 documentation prior to the on-site compliance monitoring site/visit.
- Entrance Interview: The entrance interview conveys the purpose and focus of the visit and to inform the sub-recipient of specific tasks to be completed during the visit, specifically activities outlined on the Compliance Questionnaire.
- Compliance Monitoring: PRHTA staff will conduct on on-site visit to verify that documentation, policies and procedures supports the reviewer's observations and conclusions.
- Exit Interview: The exit interview provides PRHTA and the sub-recipient an opportunity to review findings and/or provide the necessary recommendations to improve the administration of program(s).

REVIEW AREAS

1 LEGAL

	YES	NO N	1
Legal 1. Is the sub-recipient designated as the body legally responsible for the overall organization, management and operation of the transportation system?	Q		
Does the sub-recipient have an authorizing resolution passed by a governing body?	V		
3. Did the sub-recipient promptly notified MhrA and FTA of any legal matters that may affect the FTA? If yes, please list details including date, name of complainant and	\overline{\sqrt{2}}		
summary of allegation. 4. Did the sub-recipient promptly notified ⚠HW and FTA of any instances relating to false claims under the False Claims Act or fraud?	12 ′		
5.Did the sub-recipient use only non-appropriated funds for any lobbying activities and did the agency file the disclosure form to FTA?			
Comments:			

2 TECHNICAL CAPACITY

	YES	NO N	Α
Sub-recipient Oversight 1, Determine if the sub-recipient is eligible to receive assistance under federal award programs.:	Ø		
□ Private non-profit organizations; □ State or local governmental authorities; and □ Operators of public transportation services			
Is there a signed lobbying certification on file from sub-recipients entering into agreements exceeding \$100,000?		Ø	
3. Was the sub-recipient ever suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurement before entering into agreements exceeding \$25,000? (Check SAM, Collect certification)		Q	
4.ls sub-recipient compliant with federal requirements and performance goals, and provide for evaluation of sub-recipient risk of noncompliance with those requirements?		\(\mathbb{\su}\)	
Comments:			
The American of TRO	YES	1 ON	1A
Project Management - (TPO) 5.Does the sub-recipient provide administrative and management oversight of project implementation?	V		
6.Does the sub-recipient monitor activities(technical inspection and supervision of construction project, technology project, planning projects) under the award to assure schedules are met and other performance goals are achieved? Has the sub-recipient maintain project work schedules? Does sub-recipient ensure conformity to applicable statutes, codes,			

What is the sub-recipient process for determining the applicability of, and ensuring	回		
compliance with, all Federal requirements?			
. Are sub -recipient expenditures within the latest approved award budget? If projects are not on budget, what are the reasons justified in writing?		Ø	
. Are there transit management or service contractors ? If <u>ves</u> , are there written policies, procedures and plans that address the following:	ď		鬼
Site visit checklist(s)/reports, Vehicle/facility checklist reports applicable to FTA requirements	回		NA.
Standardized monitoring forms/processes that are consistent with FTA/			ᆜ
Timely notification on any significant issues follow up on findings and improvement	V		Ц
Identification of the individual responsible for conducting the monitoring	Ø		Ш
i. Is the sub-recipient using force account labor for any FTA-funded capital project, did it comply with FTA requirements?		Ū′	
Award Management	-	NO N	A
Award Management	-	NO N	A
7. Has the sub-recipient submitted milestone progress reports (MPRs)?	9		_
8. How often is the sub-recipient required to submit MPRs?	Ø		
9. Does the MPR contain a narrative of activity status and any problems encountered in implementation, specification preparation, bid solicitation, resolution of protests, or third-party contract awards?			
10. If there were schedule changes, is there: An explanation of why scheduled milestones or completion dates were not met? Identification of problem areas and a narrative on how the problems will be solved? A discussion of the expected impacts and the efforts to recover from the delays?	Ū∕		
11. Does the recipient ensure timely expenditure of funds and close out of awards?	Q'		

_		YES	NO	NA
1.	Does sub-recipient meet A- 133 threshold of \$750,000 across all Federal Programs? (If No, please skip to question 4 or 5 depending on program)	Ø		
2.	Does the sub-recipient have comprehensive policies and procedures in place for managing awards and internal control? Does the policies and procedures address internal control practices to prevent waste, loss and misuse of federal funds? Have policies and procedures been updated to reflect any changes to federal regulatory requirements?	M		

3. Has the sub-recipient conducted the required Single Audit, and submitted to? /hen? Choose date from calendar			
4.If there were findings in audits related to FTA or US DOT programs, was a copy of the audit and the SF-SAC submitted to the FTA regional office?		Ø	
5.If there were findings associated with the audit, has the sub-recipient completed a corrective action plan?			
6. Has a 3 yrs – or longer financial plan been submitted to? (5307 Program only)			V
7.Does the sub-recipient have financial resources to provide local share? Is the amount eligible for operating assistance calculated in compliance with FTA guidance?	Ø		
Does the recipient receive operating assistance from FTA? Do amounts for which reimbursement is sought exclude ineligible costs?	Ø		
Has the sub-recipient complied with requirements for charging indirect costs to FTA awards?	V		
10.Does the sub-recipient charge indirect costs using the de minimus rate?		Q	
11.Does the sub-recipient have an approved CAP and/or ICRP?		Ø	
12.Was the annual CAP and/or ICRP proposal submitted to the cognizant agency in accordance with the agency's requirements?			M
13. Are requests for reimbursements reviewed to ensure that only allowable expenses have been submitted?			Ø
Comments:			

Policies and Procedures	YES	NO	NA
, Does the sub-recipient have written procurement policies and procedures?			
If yes, answer question #2			
Do procurement policies and procedures provide for and/or address the following:			
Written standards of conduct	V		
Review of procurement requests to avoid duplicative or unnecessary purchases			
 Written procurement history (rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract 			
Written protest procedures	V		
Written selection procedures			
Full and open competition	W,		
Prohibition of geographic preferences	V		
DBE participation	W		
Third-Party Contracts	YES	NO	NA
Does the sub-recipient ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders			Q'

Disadvantaged Business Enterprise (DBE)	YES	NO	N/
5. DBE			
11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?			V
10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000?			Ø
Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000?		-	V
FTA Required Clauses	YES	NO	NA
13. Did the recipient evaluate option prices included in solicitations prior to contract award?			Ů
12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need?			V
11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)?	U		
10. Is a cost or price analysis performed in connection with every procurement?	V		
f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source?			
accordance with requirements? e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file?			
c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements?d. If the sub- recipient used competitive proposal procedures, was it done in			<u>ष</u>
b. If the sub-recipient used small purchase procedures, was it done in accordance with requirements?			
If the sub-recipient used micro-purchase procedures, was it done in accordance with requirements?			
. Were any other goods or services purchased? If yes,			
. Were any rolling stock or repair parts purchased? If yes, are term limits for each of these contracts less than or equal to five years?			₽
Are contracts limited to five years for any rolling stock or replacement parts?			M
Did the recipient approve, evaluate, and document change orders to procurements?			V
If the recipient awarded revenue contracts during the review period did it use a competitive process for the award, as applicable?			V
Does the recipient conduct oversight of third party contractors to ensure performance in accordance with contract terms?			
·			

			_
id the organization receive more than \$250,000 in federal funds? If yes, did the ub-recipient submit a DBE Program for approval? Does the DBELO have direct and dependent access to the CEO?	Ø		
.Was a Semi-Annual Form "Uniform Report of DBE Awards completed and forwarded to he district by the prescribed reporting period? Reporting Period: May 15 (Oct. 1 - Mar 1) and Nov. 10 (April1 -Sept. 30). Are the uniform reports completed accurately?			
B. For each of the past three completed Federal fiscal years, if the sub-recipient's DBE achievements (based on contract awards) were below the overall goal for the applicable year, did the sub-recipient complete the required shortfall analysis and corrective action plan?	卤		
 Can documentation ("good faith efforts") be presented that DBE's have had the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with FTA funds? Examples of Good Faith Efforts include, but not limited to: a. Ensuring DBE's are aware of contracting opportunities by advertising for DBE on your website, focus groups, meetings, news, events, journals, etc.; b. Soliciting disadvantaged businesses by fax, e-mail, and telephone; and Documenting proof of all good faith outreach performed by DBE Good Faith on your behalf 	ď		
 Has the sub-recipient certified that they have visited the work site and to ensure that work committed to DBEs is actually performed by DBEs? (49 CFR 26.37) 	Ø		
5. Did the sub-recipient submit its goal on time? Has the recipient implemented steps to meet the maximum feasible portion of its overall goal race-neutrally?	ď		
6. Satisfactory Continuing Control		١	
6. Satisfactory Continuing Control		1	
	YES	NO	NA
Does the sub -recipient maintain adequate records on the status of real property and submit required reports and notifications to?	Ø		
2. If real property was acquired, were all actions, including just compensation, property or			
properties under litigation, administrative settlements, and condemnation for each parcel reported?			
reported? 3. Does the sub- recipient maintain control over FTA-funded equipment and			
reported? 3. Does the sub- recipient maintain control over FTA-funded equipment and ensure equipment and property are being used for its intended purpose? 4. Was equipment withdrawn from use and disposed of in accordance with 2 CFR			
reported? 3. Does the sub- recipient maintain control over FTA-funded equipment and ensure equipment and property are being used for its intended purpose?			
reported? 3. Does the sub- recipient maintain control over FTA-funded equipment and ensure equipment and property are being used for its intended purpose? 4. Was equipment withdrawn from use and disposed of in accordance with 2 CFR 200 and FTA requirements? 5. Does the sub-recipient have incidental uses of any FTA-funded real property? 6. Did the sub-recipient follow FTA requirements for incidental use of real property?	o o		
reported? 3. Does the sub- recipient maintain control over FTA-funded equipment and ensure equipment and property are being used for its intended purpose? 4. Was equipment withdrawn from use and disposed of in accordance with 2 CFR 200 and FTA requirements?	回 四 四		

Whon	ory				YES	10	
villett	was the last physic	cal inventory completed? Dat	e: Choose date from cal	endar			
. Have	e there been any ch	anges to the status of real pr	roperty and/or equipme	nt since			
the la	ast physical invento	ory? If yes, was notified	in writing?				
0. Wa	s an accurate inven	tory list been provided to	_ as per checklist?			Ø	
1. Doe	. Does sub-recipient meet the mandatory spare ratio of 20%? (If greater than 50				Ø		
	vehicles?) Spa	re Ratio = Total Peak Hour \	/ehicle Requirement/Sp	pare Vehicles			
			•				
7.	MAINTENANO	CE PROGRAM					Г
					YES	NO	NA
		nave a written maintenance p equipment) that includes:	olan for FTA-funded ass	sets	<u> </u>		
inc	luding wheelchair	maintenance inspections and lifts, ramps, kneeler, public	address systems, voic	e	· 🗹		
anı	nunciation systems	s, specific mission critical ar	iu salety items		पि	\vdash	+
	Warranty complian				M	H	ㅐ
• [Provisions for whee	l-chair lifts and other accessi	ible equipment			뷰	井
•	Management of maintenance resources			뷰	뷰		
		enance subcontractors			D		
2. Vel	hicle Inspections ar chedules (based or	nd Checklists – staff will n fleet size) and respond to q	l inspect maintenance l uestions 13-17 outlined	ogbooks with s below.	ervice		
			Ins	pection Summary	,		٦
	Inspect	ion Sample Size	Inspected Logs	Vehicle Lic	ense Plate		1
	Fleet size	Log Books Inspected					4
	1-5	1	1				4
	6-15	2	2				
2	16+	3	3				
1 -		10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -					
3. Are	pre-trip inspections	s conducted?			d		
4. Do	pes the PM plan des	scribe the inspection procedu	res for each item listed	on			
4. Do	oes the PM plan des e inspection of serv	scribe the inspection procedution checklist?		on			
4. Do	oes the PM plan des e inspection of serv	scribe the inspection proceduticing checklist? ndicate when (according to n		on			
4. Do	pes the PM plan des e inspection of serv Does the schedule i ervice is scheduled es the schedule ind	scribe the inspection proceduticing checklist? Indicate when (according to note to be performed? Indicate the date/mileage when	nileage or time) each	ed?			
4. Do the 5. E se 6. Do 7. Usi ch	e inspection of serve ones the schedule in the	scribe the inspection proceduticing checklist? Indicate when (according to note to be performed?	nileage or time) each services were performe schedule and pre-trip i	ed?	V		
4. Do the 5. E se 6. Doo 7. Usi ch th	pes the PM plan deste inspection of services the schedule in ervice is scheduled es the schedule inding the vehicle main hecklist compare when correlation reasons are warranty claims to	scribe the inspection procedu- ricing checklist? Indicate when (according to not obe performed? Icate the date/mileage when on the nance log with the service onen a service was due vs. who hable? (10 percent +/-) Was the oursued prior to seeking reim the system for identifying and the nance of the nance	services were performed schedule and pre-trip in the service was performed by the DVR accurate?	ed? nspection ned. Is	Image: second control of the control of		

9. When a lift is discovered to be inoperative, is the vehicle out of service and repaired before the beginning of the vehicle's next service day? If there is no spare vehicle available to take the place of a vehicle with an inoperable lift, entity may keep the vehicle in service with an inoperable lift for no more than five days (if the entity serves an area of 50,000 or less population) or three days (if the entity serves an area of over 50,000 population) from the day on which the lift is discovered to be inoperative. CFR Part 37.163	₩.		
Facility/Equipment Inspection		NO	NA
10. Was a facility/equipment/real property purchased using FTA/ funds? If yes, is there a facility/equipment maintenance program that include:	5%		
a. An organization and assignment of responsibility for facility and equipment maintenance, and b. A series of inspections and routine maintenance actions designed to ensure proper care and maximize useful service life of facilities and equipment, and c. A record-keeping system that maintains adequate permanent records of maintenance and inspection activity for buildings and equipment.			
Maintenance Resources	YES	NO I	NA
11. Does the maintenance plan address the following?			
Goals and objectives	V		
Adequate resources (Organizational structure, staffing levels, training, experience)	V.		
Performance reports/maintenance management reporting system	V		
Maintenance Review	_		
staff will conduct random maintenance inspection of buses to ensure proper functionality.	/		

General Vehicle Condition Checklist (use only) BUS #		_	
Exterior condition (Paint Condition / Body Damage / Cleanliness) Excellent Good Fair Poor Attention		Needs	İmmediate
Comments:			
2. Lights, Mirrors, Glass (Breaks, Cracks, Not Functioning Lights) Excellent Good Fair Poor Attention		Needs	Immediate
Comments: 3. Interior (Upholstery, Safety Belts, Floor, Door Operation, Lights, Clea Excellent Good Fair Poor Attention	nliness)	Needs	Immediate
Comments:			
 Engine Running (Difficulty Starting, Excessive Noise, Visible Exhaust than diesel exhaust), Evidence of Oil Leaks on Ground ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention Comments: 	t, Noticea		s (other Immediate
5. Tires (Visibly worn, Sidewall Cuts or Cracks, Appear Under Inflated) ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention		Needs	Immediate
Comments:			
6. Wheelchair Lift / Ramp (Operates Properly, No Exposed Hazards, Cl □ Excellent □ Good □ Fair □ Poor Attention	eanlines:	s) Needs	Immediate
Comments:			

7. PA System/ Voice Annu Excellent Go		ates Properly) Poor	Need	ls Immediate
Attention				
52				
Comments:				
			2	
8. Safety (loose items in d	lriver and passenger c	ompartment, etc.)		2
			25	
0		*		
Comments:		(5 kg		
89	98 9	87		
Si-				
7	127	100		
The municu	vehicles cond	illa trad	vehides.	
11. 00	V01-10100 000d	1:4:00 about	wint in atta	ched
no general	very cuit	Line - b	Che Che	
at the end	. Let this ch	icklist		
8		3		
*		14		
W:		. /		
2				
9 <u>1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -</u>		_/		
		/		
7	/			
		#.		<u> </u>
				E1

8. ADA

ADA-General	YES	NO	NA
1.Does the sub-recipient track, resolve, and respond to ADA-related complaints?	# 3		
Does the sub-recipient have procedures in place?			
Do the procedures provide for the prompt and equitable resolution of complaints,			
ncluding a procedure for responding to complaints and tracking the responses?			
3. Have any ADA Complaints been filed with or FTA?		-	
4. Does the recipient retain ADA-related complaints for at least one year and a summary		1	1
of all ADA-related complaints for at least five years?			
5. Does the sub-recipient monitor contracted service or service provided by another public entity on the sub-recipient's behalf for compliance with the U.S. Department of			
Transportation (US DOT) ADA regulations?			ti.
6.Does the sub-recipient follow ADA provision of service requirements?			
7. How does the sub-recipient implement the reasonable modification process?			-
Page 10			

Securement, Lift, Availability and Access	YES	NO	NA
1 . Does the sub-recipient accommodate individuals who rely on accessible equipment when that equipment is inoperative?			
Is there a policy that covers the securement of mobility devices?			
. Are publicized services made in accessible formats (i.e., large print, TOO, Braille, udio tape)? How does the sub-recipient honor the request for accessible formats?			
. Is there a written policy on service animals?			
	П		
i. Is the lift/kneel feature functional?	YES N	O NA	_
Training and Service Equivalency 7. Is training provided to agency personnel and subcontractors for the safe operation of	ILO I	O IV	
vehicles, accessibility equipment, and the proper treatment of persons with disabilities? Number of staff trained this year:			
Using the same type of service (i.e., fixed route, paratransit, demand response), is the fare and service provided to a disabled passenger the same as the fare that is charged to a non-disabled passenger?			
Are trips prioritized for any purpose?			Ш
0. Are fares charged for Personal Care Attendants?			
How does the sub-recipient ensure there is no pattern or practice of trip denials? Intimely pick-ups? Missed trips? Excessively long trips? I			
12 How are trip denials recorded?	. Ц		Ш
Facilities	YES	NO	NA
13 Does the facility(s) have at least one accessible entrance?		Ш	Ц
14 Are bathrooms and water fountains provided and accessible?		Ш	Ш
15. Are public and common use areas accessible?			
16 Have any facilities been constructed or modified? If yes, were the modifications in accordance with 49 CFR Part 37, "ADA Accessibility Guidelines?"			
ADA - Complementary Paratransit	YES	NO N	А
17. Is the sub-recipient a fixed route service provided?	<u> </u>		
If no, skip questions 15-25. If yes, do you have a Complementary Para-transit Plan? When was the plan updated? Choose date from calendar			
18 Does the recipient provide ADA complementary paratransit service to out-of-town visitors?			
19 If the recipient has a no-show/late cancellation policy for ADA complementary paratransit service, does it meet the ADA complementary paratransit service requirements?			
20 Does the recipient limit the availability of service to ADA paratransit eligible individuals?			
21 Does the sub-recipient's eligibility determination process meet ADA complementary			
paratransit service requirements?			
Page 11			

23 . Is there an appeals process? Does the process allow the applicant the opportunity to be heard and to present information?			
24. Is next day service provided?			
25 Are trips scheduled within one hour of the requested trip time?			
26. Are fares no more than twice the fixed route fare?			
27. Is service provided within 3/4 mile of fixed routes?	-		
28. Are fares charged for Personal Care Attendants?			
29. Is service available during the same hours and days as fixed route?			
30 Does subscription service exceed 50 percent (unless there is non-subscription apacity)?			
Route Deviation Service. To be considered demand responsive, the service must deviate for the general public, not just persons with disabilities. If deviations are restricted to a group the service ceases to be a form of demand-responsive service for the general public.			
31 Is general route deviation service open to the general public? Is route deviation service used as your method for demand-responsive service? If no, skip to question 28. If yes:			
a. Does the service deviate for people with and without disabilities?			
b. Is the service publicly advertised as route deviation service?			
32 . Does the service have characteristics similar to those of a demand responsive service? Examples include:			
a. Response time;			
b. Fares;			
c. Geographic area of service;			
d. Hours and days of service;			
e. Restrictions or priorities based on trip purpose;			
f. Availability of information and reservations capability; and			
g. Any constraints on capacity or service availability.		, \Box	, \Box
Observation Check			
33 Wint staff should observe a minimum of one of the following sub-recipient functions. It is retransit agency be contacted prior to completing any of the following:	commen	ded the	
 ☐ Riding the service ☐ Observing transit agency reservation service ☐ Observing transit agency scheduling ☐ Observing transit agency dispatching 			
Observing ADA complementary paratransit eligibility process			
Description of the observation results Comments:	ē		

9. TITLE VI

O-walainta and Laweuite	YES	NO	NA
Complaints and Lawsuits	П		
Are there complaint policies and procedures? Are procedures for filing complaints (organization name, phone numbers, etc.) readily accessible to riders, employees, and applicants?			
3. Were any transit related lawsuits/complaints filed within the past year? If yes, does the review of lawsuits/complaints denote a pattern of discrimination? If yes, provide the following information:			
The date the lawsuit/complaint was filed			
The name and address of the complainant			
A summary of the allegation			
Are complaints documented and are they assigned to the appropriate transit etaff for investigation?			
5. Do riders, employees, and applicants have the option to file a complaint with organizations other than the sub-recipient? If so, who:			
What is the name and title of the person in the organization responsible for ensuring Civil Rights requirements are fulfilled? Name: Title Title			*
Title VII Dyearen	YES	NO N	A
Title VI Program 8. Does the sub-recipient have a Title VI Program consisting of the following elements:			
Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents:			
1. a statement that the agency operates programs without regard to race, color, or national origin;			
1. a statement that the agency operates programs without regard to race, color, or national origin; 2. a description of the procedures that members of the public should follow in			
1. a statement that the agency operates programs without regard to race, color, or national origin; 2. a description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations; 3. a description of the procedures that members of the public shall follow in			
1. a statement that the agency operates programs without regard to race, color, or national origin; 2. a description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations; 3. a description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient. Title VI Complaint Procedures (i.e., instructions to the public regarding)			
1. a statement that the agency operates programs without regard to race, color, or national origin; 2. a description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations; 3. a description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient.			

List of transit-related Title VI investigations, complaints, and lawsuits			
Public Participation Plan, including information about early and continuous outreach methods to engage minority and limited English proficient populations (LEP) in the identification of social, economic, and environmental impacts of proposed transportation decisions, as well as a summary of outreach efforts made since the last Title VI Program submission.			
9. Has the sub-recipient evaluated fare and major service changes and monitored transit service?			
Limited English Proficiency (LEP)	YES	NO	NA
9. In order to ensure meaningful access to programs and activities, transit providers shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide. Were the following Four Factors (e.g. Four Factor Analysis) used to determine which language assistance services are appropriate?	□ ·		
The number or proportion of LEP persons eligible to be served or likely	П		
to be encountered by the program or recipient.			
The frequency with which LEP persons come into contact with the program.			
The nature and importance of the program, activity, or service provided by the program to people's lives.			
The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.			
10. Are vital documents (schedules, brochures, etc.) provided in languages other than English? Examples of vital documents include an ADA complementary paratransit eligibility application, a Title VI complaint form, notice of a person's rights under Title VI, and other documents that provide access to essential services.		- 🗆	
11. How are minority organizations/communities notified of public meetings, program oppor a change in service (i.e., hours of service, delivery points) using the media, city, and cor representatives, etc.?).	tunities, uncil	new or	
10. EQUAL EMPLOYMENT OPPORTUNITY			
	YES	NO	NA
1. Does the sub-recipient employees 100 or more transit-related employees? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year? If so, is there an EEO program?		Q'	

Page 14

Ø.

V

V

V

W

Does the sub-recipient employees 50-99 transit-related employees? If so, is there an abbreviated EEO program? If yes, has the organization received in excess of \$1 million in

capital or operating assistance or in excess of \$250,000 in planning assistance in the

Does the abbreviated EEO program include the following elements?

previous federal fiscal year?

Policy Dissemination Plan

Designation of Personnel Responsibility

Assessment of Employees Practices

Statement of Policy

Monitoring and Reporting			4
Are the required posters/materials listed below placed in conspicuous places (lunch coms, building entry, lobby, etc.) and made available to employees and applicants?	Ø		
EEO Policy Statement	U		
Equal Employment Opportunity (EEO)	Ø		
Family and Medical Leave Act (FMLA) of 1993			
Employee Polygraph Protection Act	W.		
Fair Labor Standards Act (FLSA)	~	_	
there an EEO Program Plan in accordance with FTA Circular 4704.1 EEO and include the	e following	element	s:
Designation of personnel responsibilities	V		
Workforce Utilization Analysis	V		
Goals and timetables			
4. Assessment of past employment practices	W.		
5.Proposed remedies for problem areas	T.		
6.Monitoring and reporting system.			
dentification of areas of underutilization), goals and timetables, an assessment of past employed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job of underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a	categories voility in the r	where elevant l	
Identification of areas of underutilization), goals and timetables, an assessment of past emperoposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job of underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce	categories voility in the r	where elevant l	labor
dentification of areas of underutilization), goals and timetables, an assessment of past emperoposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job conderutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative at employment practices that may have contributed to any underutilization or concentration. Underutilization of specific affected classes of persons identified in a workforce utilization analysis?	categories voility in the r	where elevant l	labor
dentification of areas of underutilization), goals and timetables, an assessment of past emperoposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job of underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative at employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments:	categories voility in the r	where elevant l	labor
dentification of areas of underutilization), goals and timetables, an assessment of past employoposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job of underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative at employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM	categories voility in the r	where elevant I orrect	labor
dentification of areas of underutilization), goals and timetables, an assessment of past emperoposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job of underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative at employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments:	categories villity in the reactions to co	where elevant I orrect	labor
dentification of areas of underutilization), goals and timetables, an assessment of past emporoposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job of underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a temployment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM Drug and Alcohol Policy 1. Does the sub-recipient have a board-adopted drug and alcohol misuse policy? 2. Is there a Drug and Alcohol testing program for safety sensitive employees?	categories villity in the reactions to co	where elevant I orrect	labor
utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM Drug and Alcohol Policy 1.Does the sub-recipient have a board-adopted drug and alcohol misuse policy?	categories villity in the reactions to co	where elevant I orrect	labor

Do contractors and subcontractors with safe sensitive employees have drug and alcohol sting programs?			
Does the drug policy contain the following information:	П		
Approval by governing board or other "final authority" for the subrecipient			
Identity of contact person, office, or position			
Employee categories to be tested – safety sensitive positions	FIT		
Prohibited behavior			
Testing circumstances			
Testing procedures – consistent with 49 CFR 40, as amended			
Required participation by employee			
Behavior that constitutes refusal to submit to a test			
Consequences for an employee who has a verified positive test result			-
Consequences for an employee found to have an alcohol concentration of 0.02 or greater, but less than 0.04			
Any program elements in addition to those required by FTA defined			
Does the sub-recipient maintain drug and alcohol program records in a secure ocation with controlled access?			
Was drug awareness program performed in the past year?			
Are drug test records maintained for specified period?			
Do all medical review officers, substance abuse professionals, breath alcohol echnicians, and collectors in the drug and alcohol testing program have the required ualifications?			
Have contractors, lessees, and subcontractors with safety-sensitive employees filed nnual MIS reports with the recipient? lave subrecipients with safety-sensitive employees filed annual MIS reports with the ecipient?			
rug-Free Workplace	YEŞ	NO	N/
11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace	V		
Comments:	,		
12. Is it distributed periodically to all employees?	V		L
13. Does the sub-recipient have an on-going drug awareness program?	V		L
			-
 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse? 			
minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making.			
minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored? Comments:			
15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored?			

9. Has the sub-recipient notified employees of the sanctions that they might be subject to r violation of the Drug-Free Workplace requirements?			
Collection Sites	YES	NO	NA
. Does the sub-recipient have on file the qualifications for the following:			
A) Medical Review Officers (MROs)			
B) Substance Abuse Professionals (SAPs)			
C) Screening Test Technicians (STTs) Breath Alcohol Technicians (BATs)			
D) Collectors			
	62		
2. SAFETY AND SECURITY - 5307 Sub-recipient			***
	YES	NO	N.
ecurity Expenditures Does the sub-recipient utilize one percent of its Section 5307 expenditures for	YES	NO 🗆	N C
ecurity Expenditures . Does the sub-recipient utilize one percent of its Section 5307 expenditures for ransit security? If no, please explain why funds are not used for this purpose.	YES	NO □	N.
2. SAFETY AND SECURITY - 5307 Sub-recipient Security Expenditures Does the sub-recipient utilize one percent of its Section 5307 expenditures for ransit security? If no, please explain why funds are not used for this purpose. Does the sub-recipient keep a log of all safety and security assets? 3. PUBLIC COMMENT ON FARE INCREASES AND MAJOR SERVICE REDUCTIONS			N/
ecurity Expenditures Does the sub-recipient utilize one percent of its Section 5307 expenditures for ransit security? If no, please explain why funds are not used for this purpose. Does the sub-recipient keep a log of all safety and security assets? 3. PUBLIC COMMENT ON FARE INCREASES AND MAJOR SERVICE REDUCTIONS	YES	NO O	N.
Does the sub-recipient utilize one percent of its Section 5307 expenditures for ansit security? If no, please explain why funds are not used for this purpose. Does the sub-recipient keep a log of all safety and security assets? 3. PUBLIC COMMENT ON FARE INCREASES AND MAJOR SERVICE REDUCTIONS Public Comment 1. Does the sub-recipient have written procedures on fare increases or major services reductions?			
ecurity Expenditures Does the sub-recipient utilize one percent of its Section 5307 expenditures for ransit security? If no, please explain why funds are not used for this purpose. Does the sub-recipient keep a log of all safety and security assets? 3. PUBLIC COMMENT ON FARE INCREASES AND MAJOR SERVICE REDUCTIONS Public Comment Does the sub-recipient have written procedures on fare increases or major	YES		



Puerto Rico Highway and Transportation Authority (PRHTA) Oversight REVIEW CHECKLIST

GENERAL INFORMATION
Sub-recipient Name: Municipality of Jan Jehastian
Funding Source: ☐Section 5307 ☐ Section 5311 ☐ Both ☐ Other
Sub-recipient Representative: Multiple Ruiz
personnel conducting compliance visit: Mormo of Gauda
Date of compliance visit:
Date of compliance visit.
ORGANIZATIONAL
Brief description of Sub-recipient Service:
Vehicles 5310/5301 (5339)
Public Suminal under construction (Insurance of CSP 524 574)
ITA ID: 2027 Sams #: 805980752 (14-fumio -2021)

1.0 Overview The PRHTA is responsible for monitoring sub-recipients and

contractors to ensure that all fiscal, federal, and programmatic responsibilities are fulfilled. The purpose of this Compliance Review report is to provide an internal control mechanism designed to review performance over a period of time and to evaluate compliance of sub-recipients and contractors funded with federal funds. Monitoring also allows jurisdictions to provide technical assistance to help subrecipients and contractors comply with applicable laws and regulations, improve technical skills, increase capacity and stay updated on regulations.

____ Intermodal – Transit Division will be responsible for monitoring sub-recipients and contractors no less than twice per contract year and more often should it be necessary.

The review will include a physical on-site visit at the location where the sub-recipients and contractors maintain the project records.

Areas for monitoring sub-recipients and contractors shall include:

- Legal
- 2. Technical Capacity
- 3. Financial Management
- 4. Procurement
- 5. DBE
- Satisfactory Continuing Control
- 7. Maintenance Program

- 8. ADA
- 9. Title VI
- 10. Equal Employment Opportunity
- 11. Drug and Alcohol Program
- 12. Safety and Security
- 13. Public Comment

Citation References. The _____ public transportation program operates under transit provisions including, but not limited to the following:
Federal Transit Administration (FTA): www.fta.dot.gov/
Code of Federal Regulations (CFR): www.access.gpo.gov/nara/cfr/cfr-table-search.html
United States Code (USC): www4.1aw.cornell.edu/uscode/

Process. The Compliance Monitoring and Site Visit process include the following:

- Pre-Site Visit Activities: A copy of the document checklist and the Compliance Monitoring Questionnaire
 will be sent to sub-recipients prior to the scheduled site visit. Sub-recipients will be asked to submit
 certain documents in advance as part of the desk review. PRHTA Staff will review this
 documentation prior to the on-site compliance monitoring site/visit.
- Entrance Interview: The entrance interview conveys the purpose and focus of the visit and to inform the sub-recipient of specific tasks to be completed during the visit, specifically activities outlined on the Compliance Questionnaire.
- Compliance Monitoring: PRHTA staff will conduct on on-site visit to verify that documentation, policies and procedures supports the reviewer's observations and conclusions.
- Exit Interview: The exit interview provides PRHTA and the sub-recipient an opportunity to review findings and/or provide the necessary recommendations to improve the administration of program(s).

REVIEW AREAS

1 LEGAL

Legal	YES	NO N	A
 Is the sub-recipient designated as the body legally responsible for the overall organization, management and operation of the transportation system? 	Ø		
Does the sub-recipient have an authorizing resolution passed by a governing body?	· v		
3. Did the sub-recipient promptly notified ⚠️№№ and FTA of any legal matters that may affect the FTA? If yes, please list details including date, name of complainant and summary of allegation.			Ø
4. Did the sub-recipient promptly notified থিমায় and FTA of any instances relating to false claims under the False Claims Act or fraud?		. 🗆	ď
5.Did the sub-recipient use only non-appropriated funds for any lobbying activities and did the agency file the disclosure form to FTA?			1
Comments:			
W 197			

2 TECHNICAL CAPACITY

Sub-recipient Oversight	YES	NO N	
Determine if the sub-recipient is eligible to receive assistance under federal award programs.:	Ø		
 □ Private non-profit organizations; ☑ State or local governmental authorities; and □ Operators of public transportation services 	(8)) (8)		
2. Is there a signed lobbying certification on file from sub-recipients entering into agreements exceeding \$100,000?		Ø	
 Was the sub-recipient ever suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurement before entering into agreements exceeding \$25,000? (Check SAM, Collect certification) 		Ø	
4.ls sub-recipient compliant with federal requirements and performance goals, and provide for evaluation of sub-recipient risk of noncompliance with those requirements?			
Comments:			
Project Management - (TPO)	YES	NO N	A
5.Does the sub-recipient provide administrative and management oversight of project implementation?	Q		
6.Does the sub-recipient monitor activities(technical inspection and supervision of construction project, technology project, planning projects) under the award to assure schedules are met and other performance goals are achieved? Has the sub-recipient maintain project work schedules? Does sub-recipient ensure conformity to applicable statutes codes.	□ □		

7. What is the sub-recipient process for determining the applicability of, and ensuring compliance with, all Federal requirements?	D			
8. Are sub -recipient expenditures within the latest approved award budget? If projects are not on budget, what are the reasons justified in writing?	D			
 Are there transit management or service contractors? If <u>yes</u>, are there written policies, procedures and plans that address the following: 				
 Site visit checklist(s)/reports, Vehicle/facility checklist reports applicable to FTA requirements 		凹		
 Standardized monitoring forms/processes that are consistent with FTA/ Timely notification on any significant issues follow up on findings and improvement 			V	
Identification of the individual responsible for conducting the monitoring	H	П	V	
6. Is the sub-recipient using force account labor for any FTA-funded capital project, did it comply with FTA requirements?				
Comments:		2		
Award Management	YES	YES NO NA		
7. Has the sub-recipient submitted milestone progress reports (MPRs)?	□ O			
How often is the sub-recipient required to submit MPRs? .				
9. Does the MPR contain a narrative of activity status and any problems encountered in implementation, specification preparation, bid solicitation, resolution of protests, or third-party contract awards?				
10. If there were schedule changes, is there: An explanation of why scheduled milestones or completion dates were not met? Identification of problem areas and a narrative on how the problems will be solved? A discussion of the expected impacts and the efforts to recover from the delays?	<u>d</u>			
11. Does the recipient ensure timely expenditure of funds and close out of awards?	D'			
Comments:		•	****	
Tooline to				

		YES	ИО	NA
1.	Does sub-recipient meet A- 133 threshold of \$750,000 across all Federal Programs? (If No, please skip to question 4 or 5 depending on program)	Q		
2.	Does the sub-recipient have comprehensive policies and procedures in place for managing awards and internal control? Does the policies and procedures address internal control practices to prevent waste, loss and misuse of federal funds? Have policies and procedures been updated to reflect any changes to federal regulatory requirements?	d		

nen? Choose date from calendar			П
If there were findings in audits related to FTA or US DOT programs, was a copy of the udit and the SF-SAC submitted to the FTA regional office?			
.If there were findings associated with the audit, has the sub-recipient completed a corrective ction plan?			Ø
. Has a 3 yrs – or longer financial plan been submitted to? (5307 Program only)			V
Does the sub-recipient have financial resources to provide local share? Is the mount eligible for operating assistance calculated in compliance with FTA guidance?	V		
Does the recipient receive operating assistance from FTA? Do amounts for which eimbursement is sought exclude ineligible costs?	☑´		
Has the sub-recipient complied with requirements for charging indirect costs FTA awards?	Ū∕		
10.Does the sub-recipient charge indirect costs using the de minimus rate?			Ø
11.Does the sub-recipient have an approved CAP and/or ICRP?		Ø	
12.Was the annual CAP and/or ICRP proposal submitted to the cognizant agency in accordance with the agency's requirements?			Ø
Are requests for reimbursements reviewed to ensure that only allowable expenses have been submitted?			
Comments:			
4. PROCUREMENT	T	Tue	T
Policies and Procedures	YES	NO	NA
Does the sub-recipient have written procurement policies and procedures?	[V]		Γ
If yes, answer question #2			
Do procurement policies and procedures provide for and/or address the following:	T		ТП
Written standards of conduct	1 0	十一	十片
 Review of procurement requests to avoid duplicative or unnecessary purchases Written procurement history (rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract 	N	10	T
	M		
Written protest procedures	V		
Written selection procedures	V		
Full and open competition Published of goographic proferences.	V		
Prohibition of geographic preferences	V		L
DBE participation	VEC	NO	NIA

Has the sub-recipient conducted the required Single Audit, and submitted to ____

NO

NA

YES

Third-Party Contracts
3. Does the sub-recipient ensure that contractors perform in accordance with the

terms, conditions, and specifications of their contracts or purchase orders

. Does the recipient conduct oversight of third party contractors to ensure			
performance in accordance with contract terms? If the recipient awarded revenue contracts during the review period did it use a competitive process for the award, as applicable?	ď		
. Did the recipient approve, evaluate, and document change orders to procurements?	V		
Are contracts limited to five years for any rolling stock or replacement parts? Were any rolling stock or repair parts purchased? If yes, are term limits for each of	- V		
these contracts less than or equal to five years? . Were any other goods or services purchased? If yes,			
If the sub-recipient used micro-purchase procedures, was it done in accordance with requirements?			
b. If the sub-recipient used small purchase procedures, was it done in accordance with requirements?			
c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements?	Ø		
d. If the sub- recipient used competitive proposal procedures, was it done in accordance with requirements?			
e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file?			
f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source?			
10. Is a cost or price analysis performed in connection with every procurement?	. 🕡		Ш
11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)?			
12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need?	Q		
13. Did the recipient evaluate option prices included in solicitations prior to contract award?	v.		
ETA Demaised Clauses	YES	NO	NA
FTA Required Clauses 9 .Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000?			V
10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000?			V
11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?			V
5. DBE			
Disadvantaged Business Enterprise (DBE)	YES	NO	NA
Diougrammy			

id the organization receive more than \$250,000 in federal funds? If yes, did the ub-recipient submit a DBE Program for approval? Does the DBELO have direct and independent access to the CEO?	Ø	
2.Was a Semi-Annual Form "Uniform Report of DBE Awards completed and forwarded to the district by the prescribed reporting period? Reporting Period: May 15 (Oct. 1 - Mar 31) and Nov. 10 (April1 -Sept. 30). Are the uniform reports completed accurately?	- Q	
3. For each of the past three completed Federal fiscal years, if the sub-recipient's DBE achievements (based on contract awards) were below the overall goal for the applicable year, did the sub-recipient complete the required shortfall analysis and corrective action plan?	Ø	
 Can documentation ("good faith efforts") be presented that DBE's have had the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with FTA funds? Examples of Good Faith Efforts include, but not limited to: Ensuring DBE's are aware of contracting opportunities by advertising for DBE on your website, focus groups, meetings, news, events, journals, etc.; Soliciting disadvantaged businesses by fax, e-mail, and telephone; and Documenting proof of all good faith outreach performed by DBE Good Faith on your behalf 	র্	
Has the sub-recipient certified that they have visited the work site and to ensure that work committed to DBEs is actually performed by DBEs? (49 CFR 26.37)	Q'	
Did the sub-recipient submit its goal on time? Has the recipient implemented steps to meet the maximum feasible portion of its overall goal race-neutrally?		
Comments:	·	

6. Satisfactory Continuing Control

	YES	NO	NA
 Does the sub -recipient maintain adequate records on the status of real property and submit required reports and notifications to? 	Π.		Ø
2. If real property was acquired, were all actions, including just compensation, property or properties under litigation, administrative settlements, and condemnation for each parcel reported?		ū	Ū
Does the sub- recipient maintain control over FTA-funded equipment and ensure equipment and property are being used for its intended purpose?	U		
Was equipment withdrawn from use and disposed of in accordance with 2 CFR 200 and FTA requirements?			
5.Does the sub-recipient have incidental uses of any FTA-funded real property?		回	
Did the sub-recipient follow FTA requirements for incidental use of real property?			
7. Are bus fleets managed in accordance with FTA requirements for spare ratios and contingency fleets?			Ø
8.Does the recipient have flood insurance for any FTA-funded buildings located in areas that have been identified as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968			· 🗹

Invento	ory				YES	10	
		al inventory completed? Date	e: Choose date from ca	alendar			
	그렇지 않아 아니는 아니는 아니라 아니는 아이는 이번 이번 살아 하나 가지 않아 나를 받는다.	그리고 아이들은 그리고 있는데 하고 있다면 하는데 하나 아이를 하나 하는데		ent since		Ø	
					Ø		
	Are pre-trip inspections conducted? Jeve there been any changes to the status of real property and/or equipment since the last physical inventory? If yes, was notified in writing? Was an accurate inventory list been provided to as per checklist? Does sub-recipient meet the mandatory spare ratio of 20%? (If greater than 50 vehicles?) Spare Ratio = Total Peak Hour Vehicle Requirement/Spare Vehices. 7. MAINTENANCE PROGRAM Does the sub-recipient have a written maintenance plan for FTA-funded assets encicles, facilities, and equipment) that includes: Periodic preventive maintenance inspections and scheduled services, including wheelchair lifts, ramps, kneeler, public address systems, voice annunciation systems, specific mission critical and safety items Warranty compliance and recovery Provisions for wheel-chair lifts and other accessible equipment Management of maintenance resources Standards for maintenance subcontractors Vehicle Inspections and Checklists — staff will inspect maintenance logbooks we schedules (based on fleet size) and respond to questions 13-17 outlined below. Inspection Sample Size Fleet size				Ш	ш	M
	vehicles?) Spa	re Ratio = Total Peak Hour V	/ehicle Requirement/S	pare Vehicles			
7.	MAINTENANO	E PROGRAM					
	en was the last physical inventory completed? Date: Choose date from calendar we there been any changes to the status of real property and/or equipment since a last physical inventory? If yes, wasnotified in writing? las an accurate inventory list been provided to as per checklist? less sub-recipient meet the mandatory spare ratio of 20%? (If greater than 50 wehicles?) Spare Ratio = Total Peak Hour Vehicle Requirement/Spare Vehicles?) Spare Ratio = Total Peak Hour Vehicle Requirement/Spare Vehicles, facilities, and equipment) that includes: Periodic preventive maintenance inspections and scheduled services, colleding wheelchair lifts, ramps, kneeler, public address systems, voice nounciation systems, specific mission critical and safety items Warranty compliance and recovery Provisions for wheel-chair lifts and other accessible equipment Management of maintenance resources Standards for maintenance subcontractors ehicle Inspections and Checklists = staff will inspect maintenance logbooks schedules (based on fleet size) and respond to questions 13-17 outlined below. Inspection Sample Size Fleet size				YES	NO	NA
			lan for FTA-funded as	sets		П	П
(Vehic	les, facilities, and e	quipment) that includes:					
• 1	Periodic preventive i	maintenance inspections and	scheduled services,	1220	N		
				ce			ш
an							
						H	H
•			ble equipment			H	븀
					12	H	╁
			to an and market areas	laabaaka with a			IП
					el vice		
-							7
1	Inspecti	on Sample Size		•			1
1	Floot size	Log Books Inspected	Inspected Logs	Venicle Lic	ense Plate		
			1		**		1
			2				1
			3				1
	16+	3					
0. 4	t.l. Inconstions	a and water dO					ТП
			res for each item lister	lon		17	17
			ios for odor itom noto.		112	-	1 -
			ileage or time) each		U		
	service is scheduled to be performed?					-	-
						1	111
					N		
0.00	the state of the s			104.10		1 -	
188		W 800 800			-		_
8. Ar	re warranty claims pr	ursued prior to seeking reimb	oursement from?				
			acking warranty issue	o allu			_
_	oes the sub-recipient have a written maintenance plan for FTA-funded assets nicles, facilities, and equipment) that includes: Periodic preventive maintenance inspections and scheduled services, including wheelchair lifts, ramps, kneeler, public address systems, voice annunciation systems, specific mission critical and safety items Warranty compliance and recovery Provisions for wheel-chair lifts and other accessible equipment Management of maintenance resources Standards for maintenance subcontractors Vehicle Inspections and Checklists —			YES	NO	NA	
Iviaiii	Fleet size						

9. When a lift is discovered to be inoperative, is the vehicle out of service and repaired before the beginning of the vehicle's next service day? If there is no spare vehicle available to take the place of a vehicle with an inoperable lift, entity may keep the vehicle in service with an inoperable lift for no more than five days (if the entity serves an area of 50,000 or less population) or three days (if the entity serves an area of over 50,000 population) from the day on which the lift is discovered to be inoperative. CFR Part 37.163	ব		
Facility/Equipment Inspection	YES	NO	NA
10. Was a facility/equipment/real property purchased using FTA/funds? If yes, is there a facility/equipment maintenance program that include: a. An organization and assignment of responsibility for facility and equipment maintenance, and b. A series of inspections and routine maintenance actions designed to ensure proper care and maximize useful service life of facilities and equipment, and c. A record-keeping system that maintains adequate permanent records of maintenance and inspection activity for buildings and equipment.	Q		
Maintenance Resources	YES	NO I	NA
11. Does the maintenance plan address the following?			
Goals and objectives			14
 Adequate resources (Organizational structure, staffing levels, training, experience) 	V		14
Performance reports/maintenance management reporting system	M	\perp \sqcup	-
Maintenance Review		+	-
Min staff will conduct random maintenance inspection of buses to ensure proper	/	3	
functionality. Onnie			

General Vehicle Condition Checklist (use only) BUS #			
Exterior condition (Paint Condition / Body Damage / Cleanliness) Excellent Good Fair Poor Attention	1	Needs	Immediate
Comments:			
2. Lights, Mirrors, Glass (Breaks, Cracks, Not Functioning Lights) Excellent Good Fair Poor Attention		Needs	Immediate
Comments: 3. Interior (Upholstery, Safety Belts, Floor, Door Operation, Lights, Cleanlin	ness)	Needs	Immediate
 Engine Running (Difficulty Starting, Excessive Noise, Visible Exhaust, Nothing than diesel exhaust), Evidence of Oil Leaks on Ground ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention Comments: 	Noticeab		(other Immediate
5. Tires (Visibly worn, Sidewall Cuts or Cracks, Appear Under Inflated) Excellent Good Fair Poor Attention Comments:		Needs	Immediate
6. Wheelchair Lift / Ramp (Operates Properly, No Exposed Hazards, Clear ☐ Excellent ☐ Good ☐ Fair ☐ Poor Attention	nliness)	Needs	Immediate
Comments:			

7. PA System/ Voice Annunciation system (O Excellent Good Fair Attention	perates Properly) Poor		Needs	Immediate
Attention				
Comments:				
				¥0
8. Safety (loose items in driver and passenge	er compartment, etc.)			
*				
	0.00			
Comments:				
		- 48		
20 88	900		20 00	-2-0
The general vehicle condition	on checkerat is	atlack	red of	the
end of this cheaklest.		<i>"</i>		
	./			
3.		8		
				- desired
8				
				*

8. ADA

YES	NO	NA
aints?		
mplaints, nses?		
	V	
nd a summary		
partment of		
V		
cess?		
255 (V	V

Securement, Lift, Availability and Access	YES	NO	NA
Does the sub-recipient accommodate individuals who rely on accessible equipment when that equipment is inoperative?	Ø'		
Is there a policy that covers the securement of mobility devices?			
. Are publicized services made in accessible formats (i.e., large print, TOO, Braille, udio tape)? How does the sub-recipient honor the request for accessible formats?			
. Is there a written policy on service animals?			
Is adequate time allotted for the embarking and disembarking of passengers?	U		
. Is the lift/kneel feature functional?	T.		
raining and Service Equivalency	YES N	O NA	
7. Is training provided to agency personnel and subcontractors for the safe operation of vehicles, accessibility equipment, and the proper treatment of persons with disabilities? Number of staff trained this year:	U'		
Using the same type of service (i.e., fixed route, paratransit, demand response), is the fare and service provided to a disabled passenger the same as the fare that is charged to a non-disabled passenger?			막
Are trips prioritized for any purpose?			
Are fares charged for Personal Care Attendants?		1	
How does the sub-recipient ensure there is no pattern or practice of trip denials? Intimely pick-ups? Missed trips? Excessively long trips? I			
12 How are trip denials recorded?	Ш	ш	И
Facilities	YES	NO	NA
13 Does the facility(s) have at least one accessible entrance?	И	님	
14 Are bathrooms and water fountains provided and accessible?	М		ㅂ
15. Are public and common use areas accessible?	V	ш	
6 Have any facilities been constructed or modified? If yes, were the modifications in accordance with 49 CFR Part 37, "ADA Accessibility Guidelines?"			
ADA - Complementary Paratransit	YES	NO N	Α
17. Is the sub-recipient a fixed route service provided?			
If no, skip questions 15-25. If yes, do you have a Complementary Para-transit Plan? When was the plan updated? Choose date from calendar		U	
18 Does the recipient provide ADA complementary paratransit service to out-of-town visitors?		V	
19 If the recipient has a no-show/late cancellation policy for ADA complementary paratransit service, does it meet the ADA complementary paratransit service requirements?			V
20 Does the recipient limit the availability of service to ADA paratransit eligible individuals?	U		
21 Does the sub-recipient's eligibility determination process meet ADA complementary	V		
paratransit service requirements? Page 11	U		

23 . Is there an appeals process? Does the process allow the applicant the opportunity to be heard and to present	Ø		
nformation?			
24. Is next day service provided?			
25 Are trips scheduled within one hour of the requested trip time?	W		
26. Are fares no more than twice the fixed route fare?	W,	Ш	
27. Is service provided within 3/4 mile of fixed routes?	لا	Ш	
28. Are fares charged for Personal Care Attendants?		✓	
29. Is service available during the same hours and days as fixed route?			
30 Does subscription service exceed 50 percent (unless there is non-subscription capacity)?			. 🗆
Route Deviation Service. To be considered demand responsive, the service must deviate for the general public, not just persons with disabilities. If deviations are restricted to a group, the service ceases to be a form of demand-responsive service for the general public.			
31 Is general route deviation service open to the general public? Is route deviation service used as your method for demand-responsive service? If no, skip to question 28. If yes:		Ø	
a. Does the service deviate for people with and without disabilities?			V
b. Is the service publicly advertised as route deviation service?			V
32 . Does the service have characteristics similar to those of a demand responsive service? Examples include:			V
a. Response time;			V
b. Fares;			M
c. Geographic area of service;			V
d. Hours and days of service;			M .
e. Restrictions or priorities based on trip purpose;			M
f. Availability of information and reservations capability; and			W.
g. Any constraints on capacity or service availability.			
Observation Check			
33/Philip staff should observe a minimum of one of the following sub-recipient functions. It is retransit agency be contacted prior to completing any of the following: Riding the service Observing transit agency reservation service Observing transit agency scheduling Observing transit agency dispatching Observing ADA complementary paratransit eligibility process	commen	ded the	
Description of the observation results Comments:			

9. TITLE VI

Complaints and Lawsuits	YES	NO	NA
Are there complaint policies and procedures?	M		
Are procedures for filing complaints (organization name, phone numbers, etc.) readily accessible to riders, employees, and applicants?		Ø	
3. Were any transit related lawsuits/complaints filed within the past year? If yes, does the review of lawsuits/complaints denote a pattern of discrimination? If yes, provide the following information:		V.	
The date the lawsuit/complaint was filed			
The name and address of the complainant			
A summary of the allegation			
4. Are complaints documented and are they assigned to the appropriate transit staff for investigation?	V	. 🗆	
Do riders, employees, and applicants have the option to file a complaint with organizations other than the sub-recipient? If so, who:	Ø		
What is the name and title of the person in the organization responsible for ensuring Civil Rights requirements are fulfilled? Name: Title Title			
Title VI Program	YES	NO N	A
Does the sub-recipient have a Title VI Program consisting of the following elements:			
 Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents: 	Ø,		
1. a statement that the agency operates programs without regard to race, color, or national origin;	V		
a description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations;	\overline{\sqrt{1}}		
 a description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient. 	V		
Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)	V		
Title VI Complaint Form	V		

	YES	NO	NA
0. EQUAL EMPLOYMENT OPPORTUNITY	(E)		
11. How are minority organizations/communities notified of public meetings, program oppor a change in service (i.e., hours of service, delivery points) using the media, city, and courepresentatives, etc.?).	tunities, incil	new or	
Title VI, and other documents that provide access to essential services.			
10. Are vital documents (schedules, brochures, etc.) provided in languages other than English? Examples of vital documents include an ADA complementary paratransit eligibility application, a Title VI complaint form, notice of a person's rights under			d
 The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach. 			W
The nature and importance of the program, activity, or service provided by the program to people's lives.			
The frequency with which LEP persons come into contact with the program.	П.		لما
The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.			M
shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide. Were the following Four Factors (e.g. Four Factor Analysis) used to determine which language assistance services are appropriate?			\(\overline{U}\)
Limited English Proficiency (LEP) In order to ensure meaningful access to programs and activities, transit providers	YES	NO	NA
ransit service?	Ø		
submission. Has the sub-recipient evaluated fare and major service changes and monitored			
Public Participation Plan, including information about early and continuous outreach methods to engage minority and limited English proficient populations (LEP) in the identification of social, economic, and environmental impacts of proposed transportation decisions, as well as a summary of outreach efforts made since the last Title VI Program	Ø		
List of transit-related Title VI investigations, complaints, and lawsuits	V		

	YES	NO	NA
1. Does the sub-recipient employees 100 or more transit-related employees? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year? If so, is there an EEO program?		দ	
2. Does the sub-recipient employees 50-99 transit-related employees? If so, is there an abbreviated EEO program? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year?			
3. Does the abbreviated EEO program include the following elements?			
Statement of Policy			V
Policy Dissemination Plan			V
•Designation of Personnel Responsibility			W.
•Assessment of Employees Practices			V

Are the required posters/materials listed below placed in conspicuous places (lunch			
oms, building entry, lobby, etc.) and made available to employees and applicants?	0-		
EEO Policy Statement	U		
Equal Employment Opportunity (EEO)	V		
Family and Medical Leave Act (FMLA) of 1993	V		
Employee Polygraph Protection Act	U		
Fair Labor Standards Act (FLSA)			_
there an EEO Program Plan in accordance with FTA Circular 4704.1 EEO and include the	following	element	s:
Designation of personnel responsibilities	U		
Workforce Utilization Analysis	, D		
Goals and timetables	Ū∕		
Assessment of past employment practices			
5.Proposed remedies for problem areas	Q.		
6.Monitoring and reporting system.	W		
Jnderutilization Analysis. The purpose of the utilization analysis is to identify those job curderutilization and/or concentration of women or minorities exist in relation to their availabi	lity in the r	elevant l	abor
underutilization and/or concentration of women or minorities exist in relation to their availabi market. It is also to establish the framework for goals and timetables and other affirmative a	lity in the r	elevant l	abor
underutilization and/or concentration of women or minorities exist in relation to their availabit market. It is also to establish the framework for goals and timetables and other affirmative a employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any	lity in the r	elevant l	abor
underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce	lity in the r	elevant l	abor
underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis?	lity in the r	elevant l	abor
underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce	lity in the r	elevant l	abor
underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain.	lity in the r	elevant l	abor
underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM	lity in the r	elevant l	
underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM Drug and Alcohol Policy	lity in the rections to co	elevant I	
underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM Drug and Alcohol Policy 1. Does the sub-recipient have a board-adopted drug and alcohol misuse policy?	Ity in the rections to co	elevant I	
underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative a employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM Drug and Alcohol Policy	lity in the rections to co	elevant I	

Monitoring and Reporting

Comments:

Do contractors and subcontractors with safe sensitive employees have drug and alcohol			U
esting programs?	M	\neg	
7. Does the drug policy contain the following information: Approval by governing board or other "final authority" for the subrecipient	N	H	H
	V.	$\overline{\Box}$	
Identity of contact person, office, or position	V.	H	H
Employee categories to be tested – safety sensitive positions	<u> </u>	H	井
Prohibited behavior	V	H	H
Testing circumstances		H	H
Testing procedures – consistent with 49 CFR 40, as amended		\dashv	H
Required participation by employee	LV.	+H	H
Behavior that constitutes refusal to submit to a test	V.	님	H
Consequences for an employee who has a verified positive test result	V.	井	님
Consequences for an employee found to have an alcohol concentration of 0.02 or	V	ш	
greater, but less than 0.04			
Any program elements in addition to those required by FTA defined	Ø		
8. Does the sub-recipient maintain drug and alcohol program records in a secure	Ø.	ш	ш
location with controlled access?	DZ.		
9. Was drug awareness program performed in the past year? 1. The description of the past year? 2. The description of the past year?		H	H
10. Are drug test records maintained for specified period?	V		
11. Do all medical review officers, substance abuse professionals, breath alcohol technicians, and collectors in the drug and alcohol testing program have the required qualifications?	1		
12. Have contractors, lessees, and subcontractors with safety-sensitive employees filed annual MIS reports with the recipient? Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient?	\[\overline{\pi}\]		
Drug-Free Workplace	YES	NO	NA
11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace	V		
Comments:			
12. Is it distributed periodically to all employees?			
13. Does the sub-recipient have an on-going drug awareness program?	V		
14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training?	回		
15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse?	d		
16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored?			
Comments:			
17. Have employees been notified of the dangers of drug abuse and any available	V		
drug counseling, rehabilitation, and employee assistance programs? 18. Have they been notified of their responsibility to report any criminal drug statute conviction for a violation occurring in the workplace to the sub-recipient within five days?	d		
Conviction for a violation occurring in the workplace to the sub-recipient vitami in a sub-recip	1		•

Collection Sites	YES	NO	NA
Does the sub-recipient have on file the qualifications for the following:	-		
A) Medical Review Officers (MROs)	V		
B) Substance Abuse Professionals (SAPs)	M		[
C) Screening Test Technicians (STTs) Breath Alcohol Technicians (BATs)	V.		
D) Collectors	W		

12. SAFETY AND SECURITY - 5307 Sub-recipient

YES	NO	NA
		ď
	YES	YES NO

13. PUBLIC COMMENT ON FARE INCREASES AND MAJOR SERVICE REDUCTIONS

Pu	blic Comment	YES	NO	NA
1.	Does the sub-recipient have written procedures on fare increases or major services reductions?			Ø
2.	Has the sub-recipient increased fares or had any major service reductions since the last review?			☑:
	If yes, did the sub-recipient follow its public comment procedures on fare increases and major service reductions (request copies of public notices related to fare increases and major service reductions).			d



Puerto Rico Highway and Transportation Authority (PRHTA) Oversight REVIEW CHECKLIST

GENERAL INFORMATION Sub-recipient Name: \ \ \(\) ☐ Other_53)0 ☐ Both ☑ Section 5311 Funding Source: ☐Section 5307 Sub-recipient Representative: personnel conducting compliance visit: Norma d. Youda Date of compliance visit: ORGANIZATIONAL Brief description of Sub-recipient Service: Dections 5310-5311 tane nation \$ 1.50

1.0 Overview The PRHTA is responsible for monitoring sub-recipients and

contractors to ensure that all fiscal, federal, and programmatic responsibilities are fulfilled. The purpose of this Compliance Review report is to provide an internal control mechanism designed to review performance over a period of time and to evaluate compliance of sub-recipients and contractors funded with federal funds. Monitoring also allows jurisdictions to provide technical assistance to help subrecipients and contractors comply with applicable laws and regulations, improve technical skills, increase capacity and stay updated on regulations.

____ Intermodal – Transit Division will be responsible for monitoring sub-recipients and contractors no less than <u>twice</u> per contract year and more often should it be necessary.

The review will include a physical on-site visit at the location where the sub-recipients and contractors maintain the project records.

Areas for monitoring sub-recipients and contractors shall include:

- 1. Legal
- 2. Technical Capacity
- 3. Financial Management
- Procurement
- 5. DBE
- 6. Satisfactory Continuing Control
- 7. Maintenance Program

- 8. ADA
- 9. Title VI
- 10. Equal Employment Opportunity
- 11. Drug and Alcohol Program
- 12. Safety and Security
- 13. Public Comment

Citation References. The _____ public transportation program operates under transit provisions including, but not limited to the following:
Federal Transit Administration (FTA): www.fta.dot.gov/
Code of Federal Regulations (CFR): www.access.gpo.gov/nara/cfr/cfr-table-search.html
United States Code (USC): www4.1aw.cornell.edu/uscode/

Process. The Compliance Monitoring and Site Visit process include the following:

- Pre-Site Visit Activities: A copy of the document checklist and the Compliance Monitoring Questionnaire
 will be sent to sub-recipients prior to the scheduled site visit. Sub-recipients will be asked to submit
 certain documents in advance as part of the desk review. PRHTA Staff will review this
 documentation prior to the on-site compliance monitoring site/visit.
- Entrance Interview: The entrance interview conveys the purpose and focus of the visit and to inform the sub-recipient of specific tasks to be completed during the visit, specifically activities outlined on the Compliance Questionnaire.
- Compliance Monitoring: PRHTA staff will conduct on on-site visit to verify that documentation, policies and procedures supports the reviewer's observations and conclusions.
- Exit Interview: The exit interview provides PRHTA and the sub-recipient an opportunity to review
 findings and/or provide the necessary recommendations to improve the administration of program(s).

1 LEGAL

Legal	YES	NO N	A
Is the sub-recipient designated as the body legally responsible for the overall organization, management and operation of the transportation system?	卤		
2. Does the sub-recipient have an authorizing resolution passed by a governing body?	V		
Did the sub-recipient promptly notified and FTA of any legal matters that may affect the FTA? If yes, please list details including date, name of complainant and summary of allegation.	Ø		. 🗆
Did the sub-recipient promptly notified and FTA of any instances relating to false claims under the False Claims Act or fraud?	d		
5.Did the sub-recipient use only non-appropriated funds for any lobbying activities and did the agency file the disclosure form to FTA?			
Comments:			
¥8			

2 TECHNICAL CAPACITY

Sub-recipient Oversight	YES	NO NA	
 Determine if the sub-recipient is eligible to receive assistance under federal award programs.: 	. <u>v</u>		
☐ Private non-profit organizations; ☑ State or local governmental authorities; and ☐ Operators of public transportation services			
Operators of public transportation services			
2. Is there a signed lobbying certification on file from sub-recipients entering into agreements exceeding \$100,000?			
3. Was the sub-recipient ever suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurement before entering into agreements exceeding \$25,000? (Check SAM, Collect certification)		卤	
4.Is sub-recipient compliant with federal requirements and performance goals, and provide for evaluation of sub-recipient risk of noncompliance with those requirements?		Q'.	
Comments:		10	
Project Management - (TPO)	YES	NO N	A
5.Does the sub-recipient provide administrative and management oversight of project implementation?	Q		
6.Does the sub-recipient monitor activities(technical inspection and supervision of construction project, technology project, planning projects) under the award to assure schedules are met and other performance goals are achieved? Has the sub-recipient maintain project work schedules? Does sub-recipient ensure conformity to applicable statutes, codes,	Q		

What is the sub-recipient process for determining the applicability of, and ensuring compliance with, all Federal requirements? พีนกผานนำปู PRHTA			
Are sub -recipient expenditures within the latest approved award budget? If projects are not on budget, what are the reasons justified in writing?			
. Are there transit management or service contractors? If <u>ves</u> , are there written policies, procedures and plans that address the following:	□ I		
Site visit checklist(s)/reports, Vehicle/facility checklist reports applicable to FTA requirements.	D'		
Standardized monitoring forms/processes that are consistent with FTA/	V		Ш
Timely notification on any significant issues follow up on findings and improvement	V		
Identification of the individual responsible for conducting the monitoring	D'		
i. Is the sub-recipient using force account labor for any FTA-funded capital project, did it comply with FTA requirements?		U	
Award Management 7. Has the sub-recipient submitted milestone progress reports (MPRs)?	YES	NO N	A
B. How often is the sub-recipient required to submit MPRs?	N N		
Does the MPR contain a narrative of activity status and any problems encountered in	М		
implementation, specification preparation, bid solicitation, resolution of protests, or third-party contract awards?			_
Implementation, specification preparation, bid solicitation, resolution of protests, of third-party contract awards? 10. If there were schedule changes, is there: • An explanation of why scheduled milestones or completion dates were not met? • Identification of problem areas and a narrative on how the problems will be solved? • A discussion of the expected impacts and the efforts to recover from the delays?			U
third-party contract awards? 10. If there were schedule changes, is there: • An explanation of why scheduled milestones or completion dates were not met? • Identification of problem areas and a narrative on how the problems will be solved?			

		YES	NO	NA
1.	Does sub-recipient meet A- 133 threshold of \$750,000 across all Federal Programs? (If No, please skip to question 4 or 5 depending on program)	ď		
2.	Does the sub-recipient have comprehensive policies and procedures in place for managing awards and internal control? Does the policies and procedures address internal control practices to prevent waste, loss and misuse of federal funds? Have policies and procedures been updated to reflect any changes to federal regulatory requirements?	d		

3. Has the sub-recipient conducted the required Single Audit, and submitted to	_?	-		
Then? Choose date from calendar (47 2019 Janua - Ind on	id. Co.			
4.If there were findings in audits related to FTA or US DOT programs, was a copy audit and the SF-SAC submitted to the FTA regional office?	of the		Ø	
5.If there were findings associated with the audit, has the sub-recipient completed action plan?	a corrective] .		ø'
6. Has a 3 yrs – or longer financial plan been submitted to? (5307 Program	m only)	1		19
7.Does the sub-recipient have financial resources to provide local share? Is the amount eligible for operating assistance calculated in compliance with FTA guidan	nce?	1		
8. Does the recipient receive operating assistance from FTA? Do amounts for reimbursement is sought exclude ineligible costs?		1		
9. Has the sub-recipient complied with requirements for charging indirect costs to FTA awards?	. 🗵	í		
10.Does the sub-recipient charge indirect costs using the de minimus rate?]	v	
11.Does the sub-recipient have an approved CAP and/or ICRP?				回
12.Was the annual CAP and/or ICRP proposal submitted to the cognizant age accordance with the agency's requirements?	ency in] [Q
13. Are requests for reimbursements reviewed to ensure that only allowable expensive been submitted?	enses]		Ø
Comments:				
4. PROCUREMENT Policies and Procedures	YE	s	NO	NA
1. , Does the sub-recipient have written procurement policies and procedures?	V			
If yes, answer question #2				
Do procurement policies and procedures provide for and/or address the follow	ving:			
Written standards of conduct	<u>\</u>	_		
TOVICW OF PRODUCTION FOR EACH OF THE PRODUCT OF THE PROPULT OF THE	urchases .			
 Written procurement history (rationale for the method of procurement, selection) 		7		
of contract type, contractor selection or rejection, and the basis for the cor	ntract .	1		
Written protest procedures		1		
Written selection procedures		4		Ш
Full and open competition				
Prohibition of geographic preferences		V		

3. Does the sub-recipient ensure that contractors perform in accordance with the

terms, conditions, and specifications of their contracts or purchase orders

· DBE participation

Third-Party Contracts

V

YES

NO

NA

V

. Does the recipient conduct oversight of third party contractors to ensure			
performance in accordance with contract terms? 5. If the recipient awarded revenue contracts during the review period did it use a competitive process for the award, as applicable?			Ø.
Did the recipient approve, evaluate, and document change orders to procurements?			V
7. Are contracts limited to five years for any rolling stock or replacement parts?			
8. Were any rolling stock or repair parts purchased? If yes, are term limits for each of these contracts less than or equal to five years?			
Were any other goods or services purchased? If yes,			
If the sub-recipient used micro-purchase procedures, was it done in accordance with requirements?	ar .		
b. If the sub-recipient used small purchase procedures, was it done in accordance with requirements?			
c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements?			₫.
d. If the sub- recipient used competitive proposal procedures, was it done in accordance with requirements?			
e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file?	-		
f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source?	,		
10. Is a cost or price analysis performed in connection with every procurement?	V		Ш
11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)?			
12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need?			Ø.
13. Did the recipient evaluate option prices included in solicitations prior to contract award?			Ø
FTA Required Clauses	YES	NO	NA
Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000?			M
10. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000?			Z
11. If the recipient included liquidated damages in its procurements, did it specify the rate in the contract, based on a calculation and rationale?			Ø
5. DBE			
Disadvantaged Business Enterprise (DBE)	YES	NO	NA

1			
Did the organization receive more than \$250,000 in federal funds? If yes, did the oub-recipient submit a DBE Program for approval? Does the DBELO have direct and independent access to the CEO?	d d		
2.Was a Semi-Annual Form "Uniform Report of DBE Awards completed and forwarded to the district by the prescribed reporting period? Reporting Period: May 15 (Oct. 1 - Mar 31) and Nov. 10 (April1 -Sept. 30). Are the uniform reports completed accurately?	: \		
3. For each of the past three completed Federal fiscal years, if the sub-recipient's DBE achievements (based on contract awards) were below the overall goal for the applicable year, did the sub-recipient complete the required shortfall analysis and corrective action plan?	d		
 Can documentation ("good faith efforts") be presented that DBE's have had the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with FTA funds? Examples of Good Faith Efforts include, but not limited to: Ensuring DBE's are aware of contracting opportunities by advertising for DBE on your website, focus groups, meetings, news, events, journals, etc.; Soliciting disadvantaged businesses by fax, e-mail, and telephone; and Documenting proof of all good faith outreach performed by DBE Good Faith on your behalf 	· 🗹		
 Has the sub-recipient certified that they have visited the work site and to ensure that work committed to DBEs is actually performed by DBEs? (49 CFR 26.37) 	Q		
5. Did the sub-recipient submit its goal on time? Has the recipient implemented steps to meet the maximum feasible portion of its overall goal race-neutrally?		I. _{П.}	
Comments:			

	YES	NO	NA
Does the sub -recipient maintain adequate records on the status of real property and submit required reports and notifications to?			
2. If real property was acquired, were all actions, including just compensation, property or properties under litigation, administrative settlements, and condemnation for each parcel reported?			d
Does the sub- recipient maintain control over FTA-funded equipment and ensure equipment and property are being used for its intended purpose?	V		
Was equipment withdrawn from use and disposed of in accordance with 2 CFR 200 and FTA requirements?			V
5.Does the sub-recipient have incidental uses of any FTA-funded real property?	V		
Did the sub-recipient follow FTA requirements for incidental use of real property?	₩.		
7. Are bus fleets managed in accordance with FTA requirements for spare ratios and contingency fleets?	U		
8.Does the recipient have flood insurance for any FTA-funded buildings located in areas that have been identified as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968			U .

nventory					YES I	10	
When was	s the last physic	al inventory completed? Date	e: Choose date from cal	endar			
			to an allow a surface as	nt oingo		DÍ I	_
		anges to the status of real provided		nt since	ш		
the last physical inventory? If yes, was notified in writing? 0. Was an accurate inventory list been provided to as per checklist?					Ø		
		t the mandatory spare ratio of		50	_		
i, Does sui	p-recipient mee	tille mandatory spare ratio c	7 2070. (II grouter than				M
	vehicles?) Spa	re Ratio = Total Peak Hour V	/ehicle Requirement/Sp	are Vehicles			
7. MA	INTENANC	E PROGRAM		2			
					YES	NO	NA
. Does the	sub-recipient h	ave a written maintenance p	lan for FTA-funded ass	ets	V		П
		quipment) that includes:	•				
Porio	odic preventive t	maintenance inspections and	scheduled services,			202297	_
includir	ng wheelchair li	ifts, ramps, kneeler, public a	address systems, voic	e	V		L
annunc	ciation systems	, specific mission critical an	nd safety items				
		ce and recovery			M		
		-chair lifts and other accessi	ble equipment		Ø,		L
		Office Charles of the country and a second of the country of the c	olo oquipmont		M		L
Management of maintenance resources			W		1		
		enance subcontractors	inspect maintenance lo	pabooks with s			
2. Vehicle	Inspections an	enance subcontractors d Checklists – staff will fleet size) and respond to qu	uestions 13-17 outlined	below.	ervice] 니_	1
2. Vehicle	Inspections and Inspections and Inspections	d Checklists staff will	uestions 13-17 outlined	below.	ervice		1
2. Vehicle	Inspections and dules (based on Inspecti	d Checklists – staff will fleet size) and respond to qu on Sample Size	uestions 13-17 outlined	below.	ervice		
2. Vehicle	Inspections and dules (based on Inspection	d Checklists – staff will fleet size) and respond to qu	uestions 13-17 outlined	below.	ervice		
2. Vehicle	Inspections and dules (based on Inspection Fleet size	d Checklists – staff will fleet size) and respond to que on Sample Size Log Books Inspected	Inspected Logs	below.	ervice		
2. Vehicle	Inspections and dules (based on Inspection Fleet size 1-5 6-15	d Checklists – staff will fleet size) and respond to que on Sample Size Log Books Inspected 1	Inspected Logs	below.	ervice		
2. Vehicle	Inspections and dules (based on Inspection Fleet size	d Checklists – staff will fleet size) and respond to que on Sample Size Log Books Inspected	Inspected Logs 1 2	below.	ervice		
2. Vehicle sched	Inspections and dules (based on Inspection I	d Checklists – staff will fleet size) and respond to que on Sample Size Log Books Inspected 1 2 3	Inspected Logs 1 2	below.	ervice		
Vehicle sched 3. Are pre-	Inspections and dules (based on Inspections Inspection Inspe	d Checklists – staff will fleet size) and respond to que on Sample Size Log Books Inspected 1 2 3 conducted?	Inspected Logs 1 2 3	below. Dection Summary Vehicle Lic	ervice		
Vehicle sched 3. Are pre- 4. Does ti	Inspections and dules (based on Inspections Fleet size 1-5 6-15 16+ Inspections the PM plan design of the PM p	conducted?	Inspected Logs 1 2 3	below. Dection Summary Vehicle Lic	ervice		
3. Are pre- 4. Does the ins 5. Does	Inspections andules (based on Inspection Ins	d Checklists – staff will fleet size) and respond to que on Sample Size Log Books Inspected 1 2 3 conducted? cribe the inspection proceducing checklist? ndicate when (according to meaning the size of	Inspected Logs 1 2 3	below. Dection Summary Vehicle Lic	eervice		
3. Are pre- 4. Does to the insections services.	Inspections and dules (based on Inspection Inspection Inspection Inspections Inspections Inspections Inspection Inspectio	on Sample Size Log Books Inspected 1 2 3 conducted? cribe the inspection proceducing_checklist? ndicate when (according to moobe performed?	Inspected Logs Inspected Logs 1 2 3 Inspected Logs 1 erres for each item listed	vehicle Lic	ervice		
3. Are pre- 4. Does to the instance service 6. Does the	Inspections and dules (based on linspection of service is scheduled to dule of the schedule in the schedule into schedule into schedule into dule into schedule into sched	on Sample Size Log Books Inspected 1 2 3 conducted? cribe the inspection proceducing checklist? ndicate when (according to mobe performed? cate the date/mileage when	Inspected Logs Inspected Logs 1 2 3 Inspected Logs eres for each item listed nileage or time) each	vehicle Lic	ervice		
3. Are pre- 4. Does to the insection of	Inspections and dules (based on Inspection I	on Sample Size Log Books Inspected 1 2 3 conducted? cribe the inspection proceducing_checklist? ndicate when (according to moobe performed?	Inspected Logs Inspec	vehicle Lic	ervice		
3. Are pre- 4. Does to the insection of the constant of the co	Inspections and dules (based on Inspection Inspection Inspections Inspections Inspections Inspections Inspection Inspecti	conducted? conducted? conducted? conducted? conducted inspection proceducting checklist? ndicate when (according to mobe performed? cate the date/mileage when tenance log with the service en a service was due vs. when able? (10 percent +/-) Was the ursued prior to seeking reimles system for identifying and the service and the service was due vs. when able?	Inspected Logs Inspec	vehicle Lic	ervice ense Plate		

9. When a lift is discovered to be inoperative, is the vehicle out of service and repaired before the beginning of the vehicle's next service day? If there is no spare vehicle available to take the place of a vehicle with an inoperable lift, entity may keep the vehicle in service with an inoperable lift for no more than five days (if the entity serves an area of 50,000 or less population) or three days (if the entity serves an area of over 50,000 population) from the day on which the lift is discovered to be inoperative. CFR Part 37.163	Ø		
Facility/Equipment Inspection	YES	NO	NA
10. Was a facility/equipment/real property purchased using FTA/ funds? If yes, is there a facility/equipment maintenance program that include: a. An organization and assignment of responsibility for facility and equipment maintenance, and b. A series of inspections and routine maintenance actions designed to ensure proper care and maximize useful service life of facilities and equipment, and c. A record-keeping system that maintains adequate permanent records of maintenance and inspection activity for buildings and equipment.	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		
Maintenance Resources	YES	NO I	NA
11. Does the maintenance plan address the following?	,		
Goals and objectives			
Adequate resources (Organizational structure, staffing levels, training, experience)	W,		
Performance reports/maintenance management reporting system	U		
Maintenance Review staff will conduct random maintenance inspection of buses to ensure proper functionality.	/		

General Vehicle Condition	on Checklist (us	se only) BUS #		-	
Exterior condition (Pair Excellent G Attention		mage / Cleanliness) Poor		Needs	Immediate
Comments:					
Lights, Mirrors, Glass Excellent		Functioning Lights)		Needs	Immediate
Comments:					
3. Interior (Upholstery, S Excellent C Attention	Safety Belts, Floor, Doo Good ☐ Fair	or Operation, Lights, Cle	anliness)	Needs	Immediate
Comments:					
	iculty Starting, Excessing Evidence of Oil Leaks Good	ve Noise, Visible Exhau on Ground Poor	st, Notice		s (other Immediate
Comments:					
5. Tires (Visibly worn, S Excellent Attention		s, Appear Under Inflated	i)	Needs	Immediate
Comments:					
2		50			
6. Wheelchair Lift / Ran ☐ Excellent ☐ Attention	np (Operates Properly, Good	No Exposed Hazards, (Cleanlines	s) Needs	Immediate
Comments:		8			
(16)					

. PA System/ V		tion system (Ope	erates Properly) Poor		Needs	Immediate
ttention						
Comments:			200			
3. Safety (loose	items in drive	r and passenger	compartment, etc.)	(A E)	D.	
Comments						
Comments						
				盐	₩ :	ā
the g	eneral veni	de condition This check	n cheokeist in Wat.	attache	d at	`
	12		<u> </u>	_/		
		i				
				3.		-
-						
			3.4			

8. ADA

ADA-General	YES	NO	NA
1.Does the sub-recipient track, resolve, and respond to ADA-related complaints? Does the sub-recipient have procedures in place?	V		
Do the procedures provide for the prompt and equitable resolution of complaints, including a procedure for responding to complaints and tracking the responses?	/		
3. Have any ADA Complaints been filed with or FTA?		/	
4. Does the recipient retain ADA-related complaints for at least one year and a summary of all ADA-related complaints for at least five years?	V		
5. Does the sub-recipient monitor contracted service or service provided by another public entity on the sub-recipient's behalf for compliance with the U.S. Department of Transportation (US DOT) ADA regulations?			1
6.Does the sub-recipient follow ADA provision of service requirements?			
How does the sub-recipient implement the reasonable modification process? Page 10	V		
Comments:			

Securement, Lift, Availability and Access	YES	NO	NA
Does the sub-recipient accommodate individuals who rely on accessible equipment when that equipment is inoperative?	ď		
Is there a policy that covers the securement of mobility devices?			
Are publicized services made in accessible formats (i.e., large print, TOO, Braille,	U		
udio tape)? How does the sub-recipient honor the request for accessible formats?	W		$\overline{}$
. Is there a written policy on service animals?		H	-
. Is adequate time allotted for the embarking and disembarking of passengers?	لها		Н.
. Is the lift/kneel feature functional?	4		ш_
raining and Service Equivalency	YES 1	O NA	1
 Is training provided to agency personnel and subcontractors for the safe operation of vehicles, accessibility equipment, and the proper treatment of persons with disabilities? Number of staff trained this year: 	回		
Using the same type of service (i.e., fixed route, paratransit, demand response), is the fare and service provided to a disabled passenger the same as the fare that is charged to a non-disabled passenger?	. 🗆		
). Are trips prioritized for any purpose?			4
Are fares charged for Personal Care Attendants?			V
How does the sub-recipient ensure there is no pattern or practice of trip denials? Intimely pick-ups? Missed trips? Excessively long trips? I			
12 How are trip denials recorded?	M	Ш	
Facilities	YES	NO	NA
13 Does the facility(s) have at least one accessible entrance?	M		<u> </u>
14 Are bathrooms and water fountains provided and accessible?			Щ
15. Are public and common use areas accessible?	The last		
6 Have any facilities been constructed or modified? If yes, were the modifications in ccordance with 49 CFR Part 37, "ADA Accessibility Guidelines?"			Ø
ADA - Complementary Paratransit	YES	ио и	A
17. Is the sub-recipient a fixed route service provided?			
If no, skip questions 15-25. If yes, do you have a Complementary Para-transit Plan? When was the plan updated? Choose date from calendar			
18 Does the recipient provide ADA complementary paratransit service to out-of-town visitors?			a
19 If the recipient has a no-show/late cancellation policy for ADA complementary paratransit service, does it meet the ADA complementary paratransit service requirements?	Q		
20 Does the recipient limit the availability of service to ADA paratransit eligible individuals?	V		
21 Does the sub-recipient's eligibility determination process meet ADA complementary paratransit service requirements?			
APPANACION PER PARACIONAL DE COMO. APARTA DE CARACIÓN	U		

23 . Is there an appeals process? Does the process allow the applicant the opportunity to be heard and to present information?	\(\overline{\pi}\)		
24. Is next day service provided?	M		
25 Are trips scheduled within one hour of the requested trip time?	Ø		
26. Are fares no more than twice the fixed route fare?	W		
27. Is service provided within 3/4 mile of fixed routes?			
28. Are fares charged for Personal Care Attendants?		W	
29. Is service available during the same hours and days as fixed route?			Ŋ.
30 Does subscription service exceed 50 percent (unless there is non-subscription capacity)?		□.	V
Route Deviation Service. To be considered demand responsive, the service must deviate for the general public, not just persons with disabilities. If deviations are restricted to a group, the service ceases to be a form of demand-responsive service for the general public.			V
31 Is general route deviation service open to the general public? Is route deviation service used as your method for demand-responsive service? If no, skip to question 28. If yes:		. 🗆	₩.
a. Does the service deviate for people with and without disabilities?	V		
b. Is the service publicly advertised as route deviation service?	V		
32 . Does the service have characteristics similar to those of a demand responsive service? Examples include:	Ø		
a. Response time;	N		
b. Fares;	M		
c. Geographic area of service;	V		
d. Hours and days of service;	W		
e. Restrictions or priorities based on trip purpose;			
f. Availability of information and reservations capability; and	Q'		
g. Any constraints on capacity or service availability.	V	, \Box	, \Box
Observation Check			
33 MMs staff should observe a minimum of one of the following sub-recipient functions. It is retransit agency be contacted prior to completing any of the following: Riding the service Observing transit agency reservation service Observing transit agency scheduling Observing transit agency dispatching Observing ADA complementary paratransit eligibility process	commend	ded the	
Description of the observation results Comments:			

9. TITLE VI

Complaints and Lawsuits	YES	NO	NA
Are there complaint policies and procedures?	9		
Are procedures for filing complaints (organization name, phone numbers, etc.) readily accessible to riders, employees, and applicants?			. 🗆
3. Were any transit related lawsuits/complaints filed within the past year? If yes, does the review of lawsuits/complaints denote a pattern of discrimination? If yes, provide the following information:		U	
The date the lawsuit/complaint was filed			
The name and address of the complainant			
A summary of the allegation			
4. Are complaints documented and are they assigned to the appropriate transit staff for investigation?	U		
Do riders, employees, and applicants have the option to file a complaint with organizations other than the sub-recipient? If so, who:			
Civil Rights requirements are fulfilled? Name:	YES	NO N	<u> </u>
8. Does the sub-recipient have a Title VI Program consisting of the following elements:	120	110 11	1
Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents:			
1. a statement that the agency operates programs without regard to race, color, or national origin;			
a description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations;			
a description of the procedures that members of the public shall follow in			
order to file a Title VI discrimination complaint against the recipient.	- 1000		
order to file a Title VI discrimination complaint against the recipient. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)	তি		

List of transit-related Title VI investigations, complaints, and lawsuits			V
Public Participation Plan, including information about early and continuous outreach methods to engage minority and limited English proficient populations (LEP) in the identification of social, economic, and environmental impacts of proposed transportation decisions, as well as a summary of outreach efforts made since the last Title VI Program submission.			☑
Has the sub-recipient evaluated fare and major service changes and monitored transit service?			□Z'
Limited English Proficiency (LEP)	YES	NO	NA
9. In order to ensure meaningful access to programs and activities, transit providers shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide. Were the following Four Factors (e.g. Four Factor Analysis) used to determine which language assistance services are appropriate?			Q
The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.			回
The frequency with which LEP persons come into contact with the program.			V
The nature and importance of the program, activity, or service provided by the program to people's lives.			U
 The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach. 			Image: section of the content of the
10. Are vital documents (schedules, brochures, etc.) provided in languages other than English? Examples of vital documents include an ADA complementary paratransit eligibility application, a Title VI complaint form, notice of a person's rights under Title VI, and other documents that provide access to essential services.			Ů⁄
11. How are minority organizations/communities notified of public meetings, program oppo a change in service (i.e., hours of service, delivery points) using the media, city, and co representatives, etc.?).	rtunities, uncil	new or	5)
0. EQUAL EMPLOYMENT OPPORTUNITY	VEC	NO	NA

	YES	NO	NA
1. Does the sub-recipient employees 100 or more transit-related employees? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year? If so, is there an EEO program?	d		
Does the sub-recipient employees 50-99 transit-related employees? If so, is there an abbreviated EEO program? If yes, has the organization received in excess of \$1 million in capital or operating assistance or in excess of \$250,000 in planning assistance in the previous federal fiscal year?		ď	
Does the abbreviated EEO program include the following elements?			
Statement of Policy	V		
Policy Dissemination Plan	V.		
Designation of Personnel Responsibility	P		
•Assessment of Employees Practices	V		

Monitoring and Reporting	V		
Are the required posters/materials listed below placed in conspicuous places (lunch oms, building entry, lobby, etc.) and made available to employees and applicants?	Ø		
EEO Policy Statement	V		
Equal Employment Opportunity (EEO)	Ø		
Family and Medical Leave Act (FMLA) of 1993	Ø .		
Employee Polygraph Protection Act	W.		
Fair Labor Standards Act (FLSA)			
there an EEO Program Plan in accordance with FTA Circular 4704.1 EEO and include	the following	element	s:
Designation of personnel responsibilities	N M		
Workforce Utilization Analysis	M		
3. Goals and timetables	V		
Assessment of past employment practices	Ø		
5.Proposed remedies for problem areas	V		
6.Monitoring and reporting system. A formal EEO Plan requires designation of personnel responsibilities, a workforce analysis dentification of areas of underutilization), goals and timetables, an assessment of past erroposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availables. It is also to establish the framework for goals and timetables and other affirmatives.	s (including a mployment pro categories vability in the reactions to co	where	
A formal EEO Plan requires designation of personnel responsibilities, a workforce analysis dentification of areas of underutilization), goals and timetables, an assessment of past er proposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availablemarket. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any	s (including a mployment pro categories vability in the reactions to co	where	labor
A formal EEO Plan requires designation of personnel responsibilities, a workforce analysis dentification of areas of underutilization), goals and timetables, an assessment of past errorposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availables are also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration.	s (including a mployment pro categories vability in the reactions to constitutions)	where	labor
A formal EEO Plan requires designation of personnel responsibilities, a workforce analysis dentification of areas of underutilization), goals and timetables, an assessment of past er proposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their availablemarket. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? Were goals set in the previous submission met? If not, explain.	s (including a mployment pro categories vability in the reactions to constitutions)	where	labor
A formal EEO Plan requires designation of personnel responsibilities, a workforce analysis dentification of areas of underutilization), goals and timetables, an assessment of past er proposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? Were goals set in the previous submission met? If not, explain. Comments:	s (including a mployment pro categories vability in the reactions to constitutions)	where	labor
A formal EEO Plan requires designation of personnel responsibilities, a workforce analysis dentification of areas of underutilization), goals and timetables, an assessment of past er proposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. 5. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? 6. Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM	s (including a mployment proportion of categories was ability in the reportions to continue actions to con	where relevant orrect	labor
A formal EEO Plan requires designation of personnel responsibilities, a workforce analysis dentification of areas of underutilization), goals and timetables, an assessment of past en proposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available market. It is also to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? Were goals set in the previous submission met? If not, explain. Comments:	s (including a mployment pro categories vability in the reactions to constitutions)	where	labor
formal EEO Plan requires designation of personnel responsibilities, a workforce analysis dentification of areas of underutilization), goals and timetables, an assessment of past errorposed remedies for problem areas, and a monitoring and reporting system. Underutilization Analysis. The purpose of the utilization analysis is to identify those job underutilization and/or concentration of women or minorities exist in relation to their available are to establish the framework for goals and timetables and other affirmative employment practices that may have contributed to any underutilization or concentration. Were specific percentage and numerical goals with timetables created to correct any underutilization of specific affected classes of persons identified in a workforce utilization analysis? Were goals set in the previous submission met? If not, explain. Comments: 11. DRUG AND ALCOHOL PROGRAM Drug and Alcohol Policy	s (including a apployment proportion of categories ability in the reportions to constitution of the categories of the ca	where relevant orrect	labor

4. Do contractors and subcontractors with safe sensitive employees have drug and alcohol			V
testing programs?			
7. Does the drug policy contain the following information:			
Approval by governing board or other "final authority" for the subrecipient	V		
Identity of contact person, office, or position	M	П	П
Employee categories to be tested – safety sensitive positions	V	Ħ	H
Prohibited behavior	D D	П	H
Testing circumstances	T I	Ħ	H
Testing procedures – consistent with 49 CFR 40, as amended	D.	H	H
Required participation by employee	V	H	H
Behavior that constitutes refusal to submit to a test	Ū.	H	H
Consequences for an employee who has a verified positive test result		H	
Consequences for an employee found to have an alcohol concentration of 0.02 or		H	H
greater, but less than 0.04		П	ш
Any program elements in addition to those required by FTA defined			U
8. Does the sub-recipient maintain drug and alcohol program records in a secure	V		
location with controlled access?		ш	
Was drug awareness program performed in the past year?	N	П	П
10. Are drug test records maintained for specified period?	U F	H	H
11. Do all medical review officers, substance abuse professionals, breath alcohol		ш,	
technicians, and collectors in the drug and alcohol testing program have the required		_	
qualifications?		_LJ	
			18
12. Have contractors, lessees, and subcontractors with safety-sensitive employees filed			
annual MIS reports with the recipient?	1201022222	10000000	
Have subrecipients with safety-sensitive employees filed annual MIS reports with the			
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace	YES	NO	NA NA
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient?		NO	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace	YES	NO	NA
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments:	YES	NO 🗆	NA 🗆
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees?	YES Y	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program?	YES Y	NO	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60	YES Y	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program?	YES Y	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60	YES T	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making	YES TO	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug	YES T	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse?	YES T	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution	YES T	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse?	YES TO	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace?	YES TO	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored?	YES TO	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored? Comments: 17. Have employees been notified of the dangers of drug abuse and any available	YES TO	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored? Comments: 17. Have employees been notified of the dangers of drug abuse and any available drug counseling, rehabilitation, and employee assistance programs?	YES E	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored? Comments: 17. Have employees been notified of the dangers of drug abuse and any available drug counseling, rehabilitation, and employee assistance programs? 18. Have they been notified of their responsibility to report any criminal drug statute	YES TO	NO D	NA D
Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient? Drug-Free Workplace 11. Does the sub-recipient have a written policy as prescribed by the Drug-Free Workplace Comments: 12. Is it distributed periodically to all employees? 13. Does the sub-recipient have an on-going drug awareness program? 14. Does the sub-recipient ensure that all covered employee receive the required 60 minutes of training? 15. Does the recipient ensure that all supervisors or other officials responsible for making reasonable suspicion determinations receive the required 60 minutes of training on drug use and 60 minutes of training on alcohol misuse? 16. Has the sub-recipient notified its employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the workplace? How? How are vendors monitored? Comments: 17. Have employees been notified of the dangers of drug abuse and any available drug counseling, rehabilitation, and employee assistance programs?	YES E	NO D	NA D

9. Has the sub-recipient notified employees of the sanctions that they might be subject to or violation of the Drug-Free Workplace requirements?	Ø		
Collection Sites	YES	NO	NA
 Does the sub-recipient have on file the qualifications for the following: 			
A) Medical Review Officers (MROs)	M		
B) Substance Abuse Professionals (SAPs)	V		
C) Screening Test Technicians (STTs) Breath Alcohol Technicians (BATs)	V		
D) Collectors	Q'		

12. SAFETY AND SECURITY - 5307 Sub-recipient

Security Expenditures	YES	NO	NA
 Does the sub-recipient utilize one percent of its Section 5307 expenditures for transit security? If no, please explain why funds are not used for this purpose. 			D
Does the sub-recipient keep a log of all safety and security assets?			₽'

13. PUBLIC COMMENT ON FARE INCREASES AND MAJOR SERVICE REDUCTIONS

Pu	blic Comment	YES	NO	NA
1.	Does the sub-recipient have written procedures on fare increases or major services reductions?			V
2.	Has the sub-recipient increased fares or had any major service reductions since the last review?			V
	If yes, did the sub-recipient follow its public comment procedures on fare increases and major service reductions (request copies of public notices related to fare increases and major service reductions).			□ G

GENERAL INFORMATION

Sub -Recipient Name:				
Municipio di Jaya	ya			
Funding Source: □Se	ection 5307	☑Section 5310	□Section 5311	☐Section 5339
Sub-recipient Representat	ive:			
Maria Odiz				
Personnel conducting com	pliance visit:			
Norma L. Garu'a				
Date of compliance:				
28 Alphambu 2021.				7 10
	c	RGANIZATIONA	L	
Brief of description of sub		O. Att. Colored	_	
Sections 5310-5311		MINIA . OLLI 12105	3	
fau rute ; 1.50		Contribication or	nd assurance	
fta da: NA		Own	855	
Total of Deficiencies:	RESI	JLTS OF THE RE	VIEW	
Total of Deliciencies.			10.	
Description of Deficiencies	s (include reg	julation citation)		
Measures to Prevent Rec	urrence(s):			
-				
Is a Corrective Action Plan Project Date of CAP Com		ired: □Yes □N	lo	
Received by:				

Overview

The PRHTA is responsible for monitoring sub-recipients and contractors to ensure that all fiscal, federal, and programmatic responsibilities are fulfilled. The purpose of this Compliance Review report is to provide an internal control mechanism designed to review performance over a period and to evaluate compliance of sub-recipients and contractors funded with federal funds.

Monitoring also allows jurisdictions to provide technical assistance to help subrecipients and contractors comply with applicable laws and regulations, improve technical skills, increase capacity, and stay updated on regulations.

Intermodal – Transit Division will be responsible for monitoring sub-recipients and contractors no less than twice per contract year and more often should it be necessary.

The review will include a physical on-site visit at the location where the sub-recipients and contractors maintain the project records.

Areas for monitoring sub-recipients and contractors shall include:

1.Legal 8.ADA 2.Technical Capacity 9.Title VI

3.Financial Management 10.Equal Employment Opportunity

4.Procurement 11.Drug and Alcohol Program

5.DBE 12.Safety and Security 6.Satisfactory Continuing Control 13.Public Comment

7.Maintenance Program

Citation References. The __public transportation program operates under transit provisions including, but not limited to the following:

Federal Transit Administration (FTA): www.fta.dot.gov/

Code of Federal Regulations (CFR): www.access.gpo.gov/nara/cfr/cfr-table-search.html United States Code (USC): www4.1aw.cornell.edu/uscode/

Process. The Compliance Monitoring and Site Visit process include the following:

- Pre-Site Visit Activities: A copy of the document checklist and the Compliance
 Monitoring Questionnaire will be sent to sub-recipients prior to the scheduled site visit.
 Sub-recipients will be asked to submit certain documents in advance as part of
 the desk review. PRHTA Staff will review this documentation prior to the on-site
 compliance monitoring site/visit.
- Entrance Interview: The entrance interview conveys the purpose and focus of the visit and to inform the sub-recipient of specific tasks to be completed during the visit, specifically activities outlined on the Compliance Questionnaire.
- Compliance Monitoring: PRHTA staff will conduct on on-site visit to verify that documentation, policies, and procedures supports the reviewer's observations and conclusions.
- Exit Interview: The exit interview provides PRHTA and the sub-recipient an opportunity to review findings and/or provide the necessary recommendations to improve the administration of program(s).

1. LEGAL

Legal	YES	NO	N/A
1. Is the sub-recipient designated as the body legally responsible for the overall	Ø		
organization, management, and operation of the transportation system? 2. Does the sub-recipient have an authorizing resolution passed by a governing body?	Ø.		
Did the sub-recipient promptly notified and FTA of any legal matters that may affect the FTA? If yes, please list details including date, name of complainant and summary of allegation.	Ø		
Did the sub-recipient promptly notifiedand FTA of any instances relating to false claims under the False Claims Act or fraud?	Ø		
Did the sub-recipient use only non-appropriated funds for any lobbying activities and did the agency file the disclosure form to FTA?	년		
2. TECHNICAL CAPACITY			
Sub Recipient Oversight 1.Determine if the sub-recipient is eligible to receive assistance under federal award programs.:	YES	NO	N/A
☐ Private non-profit organizations. ☑ State or local governmental authorities			
□ Operators of public transportation services 2. Is there a signed lobbying certification on file from sub-recipients entering into			
agreements exceeding \$100,000? 3. Was the sub-recipient ever suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurement before entering into agreements exceeding \$25,000? (Check SAM, Collect certification)		Ū	
4. Is sub-recipient compliant with federal requirements and performance goals, and provide for evaluation of sub-recipient risk of noncompliance with those requirements?		W.	
Project Management (TPO) 5. Does the sub-recipient provide administrative and management oversight of	YES	NO	N/A
project implementation? 6. Does the sub-recipient monitor activities(technical inspection and supervision of construction project, technology project, planning projects) under the award to assure schedules are met and other performance goals are achieved? Has the sub-recipient maintain project work schedules? Does sub-recipient ensure conformity to aplicable statutes, codes, etc.			
7. What is the sub-recipient process for determining the applicability of, and ensuring compliance with, all Federal requirements? Municipality / PR HTA	Ø		
8. Are sub -recipient expenditures within the latest approved award budget? If projects are not on budget, what are the reasons justified in writing?			U
9. Is the sub-recipient using force account labor for any FTA-funded capital project, did it comply with FTA requirements?		Ø	

Project Management (TPO) cont.	YES	NO	N/A
10. Are there transit management or service contractors? If yes, are there written policies, procedures and plans that address the following:			
 Site visit checklist(s)/reports, Vehicle/facility checklist reports applicable to FTA requirements 			
 Standardized monitoring forms/processes that are consistent with FTA/ 			
 Timely notification on any significant issues follow up on findings and improvement 	V		
 Identification of the individual responsible for conducting the monitoring 	2		
Award Management	YES	NO	N/A
11. Has the sub-recipient submitted milestone progress reports (MPRs)?			
12. How often is the sub-recipient required to submit MPRs? (անվա	₩.		
13. Does the MPR contain a narrative of activity status and any problems encountered in implementation, specification preparation, bid solicitation, resolution of protests, or third-party contract awards?			
 14. If there were schedule changes, is there: An explanation of why scheduled milestones or completion dates were not met? Identification of problem areas and a narrative on how the problems will be solved? A discussion of the expected impacts and the efforts to recover from the delays? 		Ш	
15. Does the recipient ensure timely expenditure of funds and close out of awards?	V		
3. FINANCIAL MANAGEMENT	YES	NO	\ N/
Does sub-recipient meet A- 133 threshold of \$750,000 across all Federal Off No. 10 across all Federal Off No. 10 across all Federal	V		
Programs? (If No, please skip to question 4 or 5 depending on program) 2. Does the sub-recipient have comprehensive policies and procedures in place for managing awards and internal control? Does the policies and procedures address internal control practices to prevent waste, loss and misuse of federal funds? Have policies and procedures been updated to reflect any changes to federal regulatory requirements?	V		
3. Has the sub-recipient conducted the required Single Audit, and submitted to ?When? Choose date from calendar 39 2000 Journ - Ired to.	W.		
4. If there were findings in audits related to FTA or US DOT programs, was a copy of the audit and the SF-SAC submitted to the FTA regional office?		V	

Financial Management	YES	NO	N/A
5. If there were findings associated with the audit, has the sub-recipient completed a corrective action plan?			o o
Has 3 years – or longer financial plan been submitted to? (5307 Program only)			N.
7. Does the sub-recipient have financial resources to provide local share? Is the amount eligible for operating assistance calculated in compliance with FTA guidance?			
Does the recipient receive operating assistance from FTA? Do amounts for which reimbursement is sought exclude ineligible costs?	W.		
Has the sub-recipient complied with requirements for charging indirect costs to FTA awards?	Ø		
10. Does the sub-recipient have an approved CAP and/or ICRP?		W	
11. Was the annual CAP and/or ICRP proposal submitted to the cognizant agency in accordance with the agency's requirements?			D'
12. Are requests for reimbursements reviewed to ensure that only allowable expenses have been submitted?			Ø
4. PROCUREMENT	YES		
Policies and Procedures		NO	N/A
Does the sub-recipient have written procurement policies and procedures?	И	Ш	Ш
If yes, answer question #2			
Do procurement policies and procedures provide for and/or address the following:			
Written standards of conduct	V		
 Review of procurement requests to avoid duplicative or unnecessary purchases 			
 Written procurement history (rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract 			
Written protest procedures	V		
Written selection procedures	\Box		
Full and open competition	₽⁄		
Prohibition of geographic preferences	Q,		
DBE participation	V		
Third Party Contracts	YES	NO	N/A
3. Does the sub-recipient ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders			
Does the recipient conduct oversight of third party contractors to ensure performance in accordance with contract terms?			Ø
5. If the recipient awarded revenue contracts during the review period did it use a competitive process for the award, as applicable?			Ø

Third Party Contracts cont.	YES	NO	N/A
6. Did the recipient approve, evaluate, and document change orders to procurements?			
7. Are contracts limited to five years for any rolling stock or replacement parts?			Q,
8. Were any rolling stock or repair parts purchased? If yes, are term limits			\(\overline{A}\)
for each of these contracts less than or equal to five years?	_		
Were any other goods or services purchased? If yes,		П	Ø
a. If the sub-recipient used micro-purchase procedures, was it done in accordance with requirements?			
b. If the sub-recipient used small purchase procedures, was it done in accordance with requirements?			
c. If the sub-recipient used sealed bid procedures, was it done in accordance with requirements?			
d. If the sub- recipient used competitive proposal procedures, was it done in accordance with requirements?			
e. Did the sub-recipient include written justification of any non-competitive or sole source procurements in the procurement file?			
f. If the sub-recipient had awarded a contract to a single bidder, did it appropriately determine that the item was available only from a single source?			
10. Is a cost or price analysis performed in connection with every procurement?	₽ P		
11. Does the recipient procure A&E services in accordance with 49 U.S.C. §5325(b)?	Ø		
12. Did the recipient base the quantity or amount of options on its reasonably foreseeable need?			□Z′
13. Did the recipient evaluate option prices included in solicitations prior to contract award?			₽'
FTA Required Clauses	YES	NO	N/A
14. Did the sub-recipient include applicable federal clauses in FTA-funded procurements exceeding the micro-purchase limit and construction contracts over \$2,000?			DZ'
15. Did the recipient include required lobbying certifications in solicitations and receive signed certifications from contractors as part of bid responsiveness in procurements over \$100,000?			
16. If the recipient included liquidated damages in its procurements, did it			V
specify the rate in the contract, based on a calculation and rationale?	1		J
5. DBE			
Disadvantaged Business Enterprise (DBE)	YES	ИО	N/A
 Did the organization receive more than \$250,000 in federal funds? If yes, did the sub-recipient submit a DBE Program for approval? Does the DBELO have direct and independent access to the CEO? 			
Was a Semi-Annual Form "Uniform Report of DBE Awards completed and forwarded to thedistrict by the prescribed reporting period? Reporting Period: May 15 (Oct. 1 - Mar 31) and Nov. 10 (April1 -Sept. 30). Are the uniform reports completed accurately?			

Disadvantaged Business Enterprise (DBE) cont.	YES	NO	N/A
3. For each of the past three completed Federal fiscal years, if the sub-recipient's DBE achievements (based on contract awards) were below the overall goal for the applicable year, did the sub-recipient complete the required shortfall analysis and corrective action plan?	Ø		
Can documentation ("good faith efforts") be presented that DBE's have had the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with FTA funds? Examples of Good Faith Efforts include,	Ū∕		
 but not limited to: a. Ensuring DBE's are aware of contracting opportunities by advertising for DBE on your website, focus groups, meetings, news, events, journals, etc. b. Soliciting disadvantaged businesses by fax, e-mail, and telephone; and Documenting proof of all good faith outreach performed by DBE Good Faith on your behalf 			
Has the sub-recipient certified that they have visited the work site and to	D'		
ensure that work committed to DBEs is performed by DBEs? (49 CFR 26.37)			
Did the sub-recipient submit its goal on time? Has the recipient implemented steps to meet the maximum feasible portion of its overall goal race-neutrally?	Ø		
6. Satisfactory Continuing Control			
Satisfactory Continuing Control	YES	NO	N/A
Does the sub -recipient maintain adequate records on the status of real property and submit required reports and notifications to?	U		
If real property was acquired, were all actions, including just compensation, property or properties under litigation, administrative settlements, and condemnation for each parcel reported?			
3. Does the sub- recipient maintain control over FTA-funded equipment and ensure equipment and property are being used for its intended purpose?			
4. Was equipment withdrawn from use and disposed of in accordance with 2 CFR			V
200 and FTA requirements?			
200 and FTA requirements? 5. Does the sub-recipient have incidental uses of any FTA-funded real property?	V		
5. Does the sub-recipient have incidental uses of any FTA-funded real property?6. Did the sub-recipient follow FTA requirements for incidental use of real	Ø		
 5. Does the sub-recipient have incidental uses of any FTA-funded real property? 6. Did the sub-recipient follow FTA requirements for incidental use of real property? 7. Are bus fleets managed in accordance with FTA requirements for spare ratios 			
 Does the sub-recipient have incidental uses of any FTA-funded real property? Did the sub-recipient follow FTA requirements for incidental use of real property? Are bus fleets managed in accordance with FTA requirements for spare ratios and contingency fleets? Does the recipient have flood insurance for any FTA-funded buildings located in areas that have been identified as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood 	Ø		
 Does the sub-recipient have incidental uses of any FTA-funded real property? Did the sub-recipient follow FTA requirements for incidental use of real property? Are bus fleets managed in accordance with FTA requirements for spare ratios and contingency fleets? Does the recipient have flood insurance for any FTA-funded buildings located in areas that have been identified as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968 	Ø Ø		
 Does the sub-recipient have incidental uses of any FTA-funded real property? Did the sub-recipient follow FTA requirements for incidental use of real property? Are bus fleets managed in accordance with FTA requirements for spare ratios and contingency fleets? Does the recipient have flood insurance for any FTA-funded buildings located in areas that have been identified as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968 Inventory When was the last physical inventory completed? Date: Choose date from 	Image: Control of the control of t		
 Does the sub-recipient have incidental uses of any FTA-funded real property? Did the sub-recipient follow FTA requirements for incidental use of real property? Are bus fleets managed in accordance with FTA requirements for spare ratios and contingency fleets? Does the recipient have flood insurance for any FTA-funded buildings located in areas that have been identified as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968 Inventory 	YES		

nventory 1. Does sub-recipie ehicles?) Spare Ra	ent meet the mandat tio = Total Peak Hou	ory spare ratio of 20 ir Vehicle Requirem	%? (If greater than 50 ent/Spare Vehicles			D'
7. MAI	NTENANCE PR	ROGRAM				
				YES	NO	N/A
. Does the sub-rec	ipient have a written	maintenance plan fo	or FTA-funded			
	cilities, and equipme					
Periodic preventive maintenance inspections and scheduled services including wheelchair lifts, ramps, kneeler, public address systems, voice annunciation systems, specific mission critical and safety items				Ø.		
 Provisions f 	or wheel-chair lifts a	nd other accessible	equipment			
Managemer	nt of maintenance re	sources		Ø		
	or maintenance subo	*				П
				42		
 Vehicle Inspection Vehicle Inspectio	iles (based on fleet s	size) and respond to	maintenance logbooks questions 13-17			
	Inspection	Sample Size				
	Fleet	Log Books				
	size	Inspected				1
	1-5	1				1
	6-15	2				
	16+	3				
3. Are pre-trip insp	ections conducted?			V		
4. Does the PM pla	n describe the inspe	ection procedures for	each item listed on	□ □		
5. Does the schedu	ervicingchecklisule indicate when (ac	cording to mileage	or time) each	V		
service is schedule 6. Does the schedi	d to be performed? ule indicate the date/	mileage when service	ces were performed?	V		
						-
7. Using the vehicle maintenance log with the service schedule and pre-trip inspection checklist compare when a service was due vs. when service was performed. Is the correlation reasonable? (10 percent +/-) Was the DVR accurate?					-	
8. Are warranty cla What is the sub-re	ims pursued prior to cipients system for ic	seeking reimbursen	nent from ? ng warranty issues and			Z
recovering warrant Maintenance Res				YES	NO	N/
	enance plan address	the following?		V	П	I
 Goals and 	objectives resources (Organiza		fing levels, training,		19 <u>7 - 19</u> 5.	

Maintenance Procedures for Accessible Equipment	YES	NO	N/A
10. When a lift is discovered to be inoperative, is the vehicle out of service and repaired before the beginning of the vehicle's next service day? If there is no spare vehicle available to take the place of a vehicle with an inoperable lift, entity may keep the vehicle in service with an inoperable lift for no more than five days (if the entity serves an area of 50,000 or less population) or three days (if the entity serves an area of over 50,000 population) from the day on which the lift is discovered to be inoperative. CFR Part 37.163			
Facility/ Equipment Inspection			
 11. Was a facility/equipment/real property purchasedusing FTA funds? If yes,is there a facility/equipment maintenance program that include: a. An organization and assignment of responsibility for facility and equipment maintenance, and b. A series of inspections and routine maintenance actions designed to ensure proper care and maximize useful service life of facilities and equipment, and c. A record-keeping system that maintains adequate permanent records of maintenance and inspection activity for buildings and equipment. 		Ц	La contrata de contrata de la contrata de la contrata del contrata de la contrata del la contrata de la contrata de la contr
Maintenance Review		,	
PRHTA staff will conduct random maintenance inspection of buses to ensure proper functionality. (See Appendix 1)		(,	

8. ADA

ADA-General	YES	NO	N/A
Does the sub-recipient track, resolve, and respond to ADA-related complaints?			
Does the sub-recipient have procedures in place? 2. Do the procedures provide for the prompt and equitable resolution of complaints, including a procedure for responding to complaints and tracking the responses?	Ø		
Have any ADA Complaints been filed with or FTA?		V	
4. Does the recipient retain ADA-related complaints for at least one year and a summary of all ADA-related complaints for at least five years?	Ø		
5. Does the sub-recipient monitor contracted service or service provided by another public entity on the sub-recipient's behalf for compliance with the U.S. Department of Transportation (US DOT) ADA regulations?			Ø
6. Does the sub-recipient follow ADA provision of service requirements?	V		
7. How does the sub-recipient implement the reasonable modification process?	Ø		
Securement, Lift, Availability and Access	YES	NO	N/A
8. Does the sub-recipient accommodate individuals who rely on accessible equipment when that equipment is inoperative?			
Is there a policy that covers the securement of mobility devices?			
10. Are publicized services made in accesible formats (i.e., large print, TOO, Braille, audio tape)? How does the sub-recipient honor the request for accessible	Or .		
formats? 11. Is there a written policy on service animals?	Q		

Securement, Lift, Availability and Access cont.	YES	NO	N/A
12. Is adequate time allotted for the embarking and disembarking of passengers?			
13. Is the lift/kneel feature functional?	Q'		
Training and Service Equivalency	YES	NO	N/A
14. Is training provided to agency personnel and subcontractors for the safe operation of vehicles, accessibility equipment, and the proper treatment of persons with disabilities? Number of staff trained this year:	Ø		
15. Using the same type of service (i.e., fixed route, paratransit, demand response), is the fare and service provided to a disabled passenger the same as the fare that is charged to a non-disabled passenger?			V
16. Are trips prioritized for any purpose?			
17. Are fares charged for Personal Care Attendants?			W.
18. How does the sub-recipient ensure there is no pattern or practice of trip denials? Untimely pick-ups? Missed trips? Excessively long trips?	V		
19. How are trip denials recorded?	V		
Facilities	YES	NO	N/A
20. Does the facility(s) have at least one accesible entrance?	Ø		
21. Are bathrooms and water fountains provided and accessible?			
22. Are public and common use areas accessible?	V		
23. Have any facilities been constructed or modified? If yes, were the modifications in accordance with 49 CFR Part 37, "ADA Accessibility Guidelines?"			Ø
ADA - Complementary Paratransit	YES	NO	N/A
24. Is the sub-recipient a fixed route service provided?			
If no, skip questions 15-25. If yes, do you have a Complementary Para-transit Plan? When was the plan updated? Choose date from calendar			
25. Does the recipient provide ADA complementary paratransit service to out-of- town visitors	Ш	Ц	V
26. If the recipient has a no-show/late cancellation policy for ADA complementary paratransit service, does it meet the ADA complementary paratransit service requirements?			
27. Does the recipient limit the availability of service to ADA paratransit eligible individuals?	V		
28. Does the sub-recipient's eligibility determination process meet ADA complementary paratransit service requirements?	V		
29. Is there an appeals process? Does the process allow the applicant the opportunity to be heard and to present formation?	U		
30. Is next day service provided?	P		
31. Are trips scheduled within one hour of the requested trip time?	v		
32. Are fares no more than twice the fixed route fare?			Ø
33. Is service provided within 3/4 mile of fixed routes?			Ø

ADA - Complementary Paratransit cont.	YES	МО	N/A
34. Are fares charged for Personal Care Attendants?			
35. Is service available during the same hours and days as fixed route?			
36. Does subscription service exceed 50 percent (unless there is non-subscription capacity)?			
Route Deviation Service			
To be considered demand responsive, the service must deviate for the general public, not just persons with disabilities. If deviations are restricted to a group, the service ceases to be a form of demand-responsive service for the general public.			
37. Is general route deviation service open to the general public? Is route deviation			0
service used as your method for demand-responsive service? a. Does the service deviate for people with and without disabilities?	Ø		
b. Is the service publicly advertised as route deviation service?			
38. Does the service have characteristics similar to those of a demand responsive service? Examples include:			
a. Response time	V		
b. Fares	d		
c. Geographic area of service	V		
d. Hours and days of service	D'		
e. Restrictions or priorities based on trip purpose	V		
f. Availability of information and reservations capability	N'		
g. Any constraints on capacity or service availability.	D.		
Observation Check 39. PRHTA staff should observe a minimum of one of the following sub-recipient functions. It is recommended the ansit agency be contacted prior to completing any of the following: Riding the service Observing transit agency reservation service Observing transit agency scheduling Observing transit agency dispatching Observing ADA complementary paratransit eligibility process Description of the observation results: Comments:			

9. TITLE VI

Compl	aints and Lawsuits	YES	NO	N/A
	here complaint policies and procedures?	D.		
	procedures for filing complaints (organization name, phone numbers, etc.) accessible to riders, employees, and applicants?			
does th	e any transit related lawsuits/complaints filed within the past year? If yes, ne review of lawsuits/complaints denote a pattern of discrimination? If yes, e the following information:			
Date th	ne lawsuit/complaint was filed			
Name a	and address of the complainant			
A sumr	mary of the allegation			
	complaints documented and are they assigned to the appropriate transit			
5. Do r	r investigation? riders, employees, and applicants have the option to file a complaint with zations other than the sub-recipient? If so, who:	Ω.		
6. Wha	at is the name and title of the person in the organization responsible for ng Civil Rights requirements are fulfilled?			
Name:	Maria M. Ortin Title Wirecton			
Title V	/I Program	YES	NO	N/A
7. Doe elemer	es the sub-recipient have a Title VI Program consisting of the following ints: Title VI Notice to the Public, including a list of locations where the notice is posted and the following contents:		v	
a.	a statement that the agency operates programs without regard to race,color, or national origin;			
b.				
c.	a description of the procedures that members of the public shall follow to file a Title VI discrimination complaint against the recipient.		U	
d.				
e.	TH-140		V	
f.	List of transit-related Title VI investigations, complaints, and lawsuits		V	
g.	Public Participation Plan, including information about early and continuous outreach methods to engage minority and limited English proficient populations (LEP) in the identification of social, economic, and		V	

* Documento sometido sepurate a anuncio al Público fiene sepuraria a una companía llamada Hazleton Public Granait. la importante atemperarios a la información del Murricipio.

Limited English Proficiency (LEP)		NO	N/A
8. To ensure meaningful access to programs and activities, transit providers shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide. Were the following Four Factors (e.g. Four Factor Analysis) used to determine which language assistance services are appropriate?			
 The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient. 			V
 The frequency with which LEP persons meet the program. 			Q'
 The nature and importance of the program, activity, or service provided by the program to people's lives. 			Q'
d. The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.			V
9. Are vital documents (schedules, brochures, etc.) provided in languages other tan English? Examples of vital documents include an-ADA complementary paratransit eligibility application, a Title VI complaint form, notice of a person's rights under Title VI, and other documents that provide access to essential services.			Q.
10. How are minority organizations/communities notified of public meetings, program opportunities, new or a change in service (i.e., hours of service, delivery points) using the media, city, and council representatives, etc.?).			ď

10. EQUAL EMPLOYMENT OPPORTUNITY

	YES	NO	N/A
1. Does the sub-recipient employees 100 or more transit-related employees? If yes, has the organization received more than \$1 million in capital or operating assistance or more than \$250,000 in planning assistance in the previous federal fiscal year? If so, is there an EEO program?	V		
2. Does the sub-recipient employees 50-99 transit-related employees? If so, is there an abbreviated EEO program? If yes, has the organization received more than \$1 million in capital or operating assistance or more than \$250,000 in planning assistance in the previous federal fiscal year?		Ø.	
3. Does the abbreviated EEO program include the following elements?			
a. Statement of Policy	V		
b. Policy Dissemination Plan	V		
c. Designation of Personnel Responsibility	Ø		
d. Assessment of Employees Practices	V		
e. Monitoring and Reporting	W.		
I make the second of the secon			1

EQUA	L EMPLOYMENT OPPORTUNITY	YES	NO	N/A
4. Are (lunch applic	the required posters/materials listed below placed in conspicuous places rooms, building entry, lobby, etc.) and made available to employees and			
	EEO Policy Statement	V		
b.	Equal Employment Opportunity (EEO)	u		
C.	Family and Medical Leave Act (FMLA) of 1993	V		
d.	Employee Polygraph Protection Act	V)		
e.	Fair Labor Standards Act (FLSA)	W		
	re an EEO Program Plan in accordance with FTA Circular 4704.1 EEO and e the following elements:			
a.				
b.	Workforce Utilization Analysis	V		
C.	Goals and timetables	₽´		
d.	Assessment of past employment practices	Ø		
е	Proposed remedies for problem areas	V		
f.	Monitoring and reporting system.	Q'		
work	mal EEO Plan requires designation of personnel responsibilities, a force analysis (including an identification of areas of underutilization), and timetables, an assessment of past employment practices, osed remedies for problem areas, and a monitoring and reporting em.	A CONTRACTOR OF THE CONTRACTOR		
those mino to es corre	erutilization Analysis. The purpose of the utilization analysis is to identify a job categories where underutilization and/or concentration of women or rities exist in relation to their availability in the relevant labor market. It is also tablish the framework for goals and timetables and other affirmative actions to ct employment practices that may have contributed to any underutilization or entration.			10 A
5. Wany utiliza	ere specific percentage and numerical goals with timetables created to correct underutilization of specific affected classes of persons identified in a workforce ation analysis?			Ø
6. W	ere goals set in the previous submission met? If not, explain.			Ø
		1		

11. DRUGS AND ALCOHOL PROGRAM

TI. DRUGS AND ALCOHOL I ROCKAM	YES	NO	N/A
1. Does the sub-recipient have a board-adopted drug and alcohol misuse policy?			
2. Is there a Drug and Alcohol testing program for safety sensitive employees?			
3. Is transit service subcontracted? If yes, how do you monitor subcontractors with safety sensitive employees to ensure drug and alcohol testing programs are administered in accordance with the regulations?			
4. Do contractors and subcontractors with safe sensitive employees have drug and alcohol testing programs?5. Does the drug policy contain the following information:			
	L		<u> </u>
 Approval by governing board or other "final authority" for the subrecipient 	П	Ц	Ш
b. Identity of contact person, office, or position			
 c. Employee categories to be tested – safety sensitive positions 			
d. Prohibited behavior			
e. Testing circumstances			
f. Testing procedures - consistent with 49 CFR 40, as amended			
g. Required participation by employee			
h. Behavior that constitutes refusal to submit to a test			
i. Consequences for an employee who has a verified positive test result			
j. Consequences for an employee found to have an alcohol concentration of 0.02 or greater, but less than 0.04			
k. Any program elements in addition to those required by FTA defined			
6. Does the sub-recipient maintain drug and alcohol program records in a secure location with controlled access?			
7. Was drug awareness program performed in the past year?			
Are drug test records maintained for specified period?			
9. Do all medical review officers, substance abuse professionals, breath alcohol technicians, and collectors in the drug and alcohol testing program have the required qualifications?			
10. Have contractors, lessees, and subcontractors with safety-sensitive employees filed annual MIS reports with the recipient? Have subrecipients with safety-sensitive employees filed annual MIS reports with the recipient?			
100			

-Revisar documento "Regamento para establecer el proceso para Auminiohar prueba..." con fecha de junio 2021 poro su Contenido Tiene fecha de junio de 2009.

Does the sub-recipient have a written policy as prescribed by the Drug-Free forkplace? Date Is it distributed periodically to all employees? Does the sub-recipient have an on-going drug awareness program?			
2. Is it distributed periodically to all employees? 3. Does the sub-recipient have an on-going drug awareness program?			
4. Does the sub-recipient ensure that all covered employee receive the required or minutes of training?			
5. Does the recipient ensure that all supervisors or other officials responsible for aking reasonable suspicion determinations receive the required 60 minutes of aining on drug use and 60 minutes of training on alcohol misuse?			
3. Has the sub-recipient notified its employees that the unlawful manufacture, stribution dispensing, possession, or use of a controlled substance is prohibited the workplace? How? How are vendors monitored?			
7. Have employees been notified of the dangers of drug abuse and any available rug counseling, rehabilitation, and employee assistance programs?	• 🗆		
8. Have they been notified of their responsibility to report any criminal drug tatute conviction for a violation occurring in the workplace to the sub-recipient ithin five days?			
Has the sub-recipient notified employees of the sanctions that they might be ubject to for violation of the Drug-Free Workplace requirements?			
ollection Sites	YES	NO	N/A
Does the sub-recipient have on file the qualifications for the following:			
a. Medical Review Officers (MROs)			
b. Substance Abuse Professionals (SAPs)			
c. Screening Test Technicians (STTs) Breath Alcohol Technicians (BATs)			
d. Collectors			

13. PUBLIC COMMENT ON FARE INCREASES AND MAJOR SERVICE REDUCTIONS

Public Comment	YES	NO	N/A
 Does the sub-recipient have written procedures on fare increases or major services reductions? 			P
Has the sub-recipient increased fares or had any major service reductions since the last review?			
 If yes, did the sub-recipient follow its public comment procedures on fare increases and major service reductions (request copies of public notices related to fare increases and major service reductions). 			Q

This checklist has been reviewed for section completeness:

	Name	Signature	Date
FCO Director			